

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

प्रमुख मुख्य सामग्री प्रबंधक का कार्यालय
सिकंदराबाद

OFFICE OF THE
PRINCIPAL CHIEF MATERIALS MANAGER
SECUNDERABAD

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2011 से TO 2017

PREFACE

Indian Railways is the lifeline of the nation and the Stores Department plays a pivotal role in keeping this lifeline going by ensuring supply of Right Material at the Right Price in the Right quantity at the Right place.

The Office Procedure Orders are issued from time to time as per extent guidelines laid down by Railway board. The consolidation of latest OPOs/JPOs was earlier done up to 2010. In continuation, all the OPOs issued between 2011 to 2017 are compiled and published in the form of a book.

I hope this book will guide the Stores fraternity and be of help in discharging their duties promptly, efficiently and effectively.

Place: Secunderabad
Date: 07.02.2018


(P.K. SANGEWAR)
PRINCIPAL CHIEF MATERIALS MANAGER

कार्यालय क्रियाविधि आदेश .
OFFICE PROCEDURE ORDERS
2011

OFFICE PROCEDURE ORDERS - YEAR 2011

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SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch,
Rail Nilayam,
Secunderabad -71
Dt: 10.03.2011.

No.S/243/P/DGS&D

OFFICE PROCEDURE ORDER NO. 01/ 2011

Sub: Procedure order on the policy of placing supply orders
against DGS&D Rate Contracts.

Ref: Railway Board Lr.No.2005/RS(G)/779/13 dt.19.12.2007.

Railway Board vide letter under reference has issued guidelines for procurement of quality material supplied by RC holders of DGS&D and extract of guidelines is as under:

- (i) Board's letter No.98/RS(G)/779/10(CS) dated 01.11.2006 under cover of which Advance Correction Slip No.15 to the relevant para of Stores Code was circulated. This Advance Correction Slip includes the list of stores to be purchased through the DGS&D. Electrical fittings, like ceiling fans, lamp holders, wall plugs, electrical heading appliances (Group No.40 & 41) do come under the purview of this category of materials. In other words, extant codal provision does stipulate that electrical fittings, cables and insulating materials are to be procured through rate contract of DGS&D;
- (ii) On 4.7.2006, another letter No.2005/RS(G)/779/13 was issued (with concurrence of the Finance Directorate of the Ministry of Railways) which stipulated, inter alia, that for selecting the DGS&D rate contract holders for ordering, the following factors may be kept in view:
 - "(ii) The past performance of firm with reference to their capacity, quality of supplies as well as timely delivery of the goods;
 - (v) The need for reputed brands in the case of sensitive, critical and selective applications."

In view of above Railway Board instructions, the following procedure is to be followed for placement of supply orders against DGS&D Rate Contracts superseding all the previous procedure orders issued on this subject:-

- 1.0 The DGS&D rate contracts, by the very definition, fixes the rates with different suppliers. For some contracts, there may be, however, some lower value limit below which supply orders may not be entertained by the rate contract holder.
- 2.0 As per the terms of the rate contracts, the respective firms are free to receive supply orders from any Direct Demanding Officer, and accordingly, the quantum of order booking with a particular rate contract holder is quite unpredictable. The rate contract holders when over-loaded have the tendency to decline and

to return any supply order which may be beyond their capacity to undertake. In the final outcome, the rate contract holders very often get away without any penalty for non-execution, and ~~any~~ in any case, no risk purchase action is feasible against a rate contract holder by the Direct Demanding Officer. The DGS&D is to be intimated by the Direct Demanding Officer about the failure and it is entirely uncertain whether DGS&D will exclude such firms from the purview of future rate contracts.

- 3.0 The conclusion from the aforesaid factual position is that the DGS&D fixes a large number of rate contracts knowing fully well that some of them may fail to meet the supply order requirements. It is entirely upto the Direct Demanding Officer to find out which of the rate contract holders would execute supply orders satisfactorily.
- 4.0 The reliability of supply order execution is thus the most important area which must be carefully adjudged by each Direct Demanding Officer before placing supply orders. Unless the supply reliability is pre-facto confirmed and commitments are given by the respective rate contract holders, it is futile for the Direct Demanding Officer to place orders on them. All the rate contracts are finalized at reasonable rates and, therefore, the Direct Demanding Officers have to concentrate upon the aspect of supply reliability, and then to place supply orders on multi-source basis on merit of the case so as to ensure the probability of compliance to a level of hundred percent. While operating RCs the factors like **all inclusive rate** must be given due weightage.
- 5.0 All the RC holding firms within zone of considerations with lower all inclusive rates shall be asked to confirm in clear-cut terms within 7/15 days that they shall supply the materials strictly as per Railways required delivery schedule (to be specified in such letters) along with performance details with S.C.Railway, other Railways & PU's with copies of receipt note / inspection certificate, otherwise their RC would be ignored without any further reference. The performance can be confirmed from the concerned Railway/PU's.
- 6.0 The past performance on qualitative, quantitative and timely delivery of each RC holder and need for reputed brands in the case of sensitive, critical and selective applications be kept in view while finalisation of RC orders.
- 6.1 RCs should be broadly put into two categories - one with having performance over S.C.Railway / other Railways / PU's and the other without - which would enable competent authority to take proper decision regarding quantity to be allotted. It is not necessary that new sources having lower rates should be totally ignored. Ordering small quantities upto 20% of NPQ on such firms will have the advantage of knowing their performance for future ordering.
- 7.0 The proposal for placement of order should be initiated by SMM concerned, in a typed self contained note, who will bring out full factual positioning detail. Details of all RCs are to be included in the proposal with projection of total unit destination landed rate in each case. Names of all indentors along with quantity indented shall also be indicated in the proposal. Such proposals are to be

routed through the concerned Dy.CMMs / CMMs who will put up its recommendations for distribution of procurable quantity amongst the RC holders with due justification, and put up the same to competent authority i.e., SMM or Dy.CMM or CMM or COS for their acceptance, depending upon the value of the purchase as per SOP / Railway Board's instructions.

- 8.0 Wherever the valid rate contracts are not available or the available rate contracts do not meet the requirement of the Railways in respect of the specification, delivery requirement and quality considerations, Railway can go ahead with the direct procurement of materials after recording adequate justification for that purpose.
- 9.0 Wherever, there are failures against the rate contract in terms of timely delivery and quality of goods, such failures should be reported to DGS&D.
- 10.0 Whenever direct tenders for procurement of DGS&D RC items are invited in the absence of valid DGS&D rate contracts and subsequently if DGS&D rate contracts are received while direct tenders called for by Railways are under consideration and such rate contracts are at higher rates than the acceptable rate received in the tenders called for by the Railways/PUs, then the direct tenders may be finalized and orders placed not to forego the advantageous rates. Thereafter, the lower rates finalized by the Railways may be advised to DGS&D for their information. However, in such cases, Railways should satisfy themselves as to the quality of the materials, specification, the standards of inspection and acceptance, the credentials source of supply etc. with reference to those in the DGS&D rate contracts.
- 11.0 Any deviation from above should have approval of next higher authority, not below the rank of CMM.
- 12.0 This issues with the approval of competent authority.


(S.GOVINDA RAJULU)
Dy.CMM /GP & S
For Controller of Stores

Copy to :

PS to COS for kind information of COS
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

No.S. 314.2P.Vol.VI

Headquarters Office
Stores branch
Rail Nilayam
Secunderabad-71
Dt. 3.11.11

OFFICE PROCEDURE ORDER No.02 / 2011

Sub: Terms & Conditions and other related aspects of M&P
Procurement both import and indigenous..
Ref: Railway Board letter No. 98/RS(G)/709/1 part dt. 08.09.11

With reference to Railway Board's letter cited above, the revised Special Terms & Conditions for the procurement of M&P items is enclosed for information and for inclusion in the Tender Schedule .

This has the approval of competent authority.

(Encl: a. a)


(A.PRADEEP)
Dy.CMM/GP&Sales
For controller of stores
3/11

Copy to :

PS to COS for kind information of COS
CMM/M, CMM/E, CMM/G for kind information.
All Purchase Officers, SMM/Sales, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC,
FA&CAO/WST/SC, Sr. AFA/SF/SC
All Chief OSs/ OSs of Purchase Sections

M & P PROCUREMENT - SPECIAL TENDER CONDITIONS.

1. Element of freight for indigenous purchase:

- a) In case where the consignees are more (say more than 4 or so), tenderers are required to quote for the FOR station of dispatch prices with an average freight for all consignees, which will be added to FOR station for dispatch price to get FOR destination prices.
- b) In case where the consignees are 4 or less, tenderers are required to quote FOR station of dispatch price with an actual freight for each individual consignee, which will be added to FOR station for dispatch price to get FOR destination prices for each individual consignee.

2. Timely Commissioning of M & P:

In the event of contractors failure to have M&P commissioned by the time or Times respectively specified in the letter of acceptance or contract, purchaser shall withhold, deduct or recover from the contractor as penalty, a sum @ 2% (two percent) of the price of M&P which the contractor has failed to commission as aforesaid for each and every month (part of a month being treated as a full month) during which the M&P may not have been commissioned, subject to an upper limit of 10% (ten percent) of contract value.

3. Warranty:

- a) Warranty period for M&P shall be 24 (twenty four) months from the date of commissioning and proving out of M&P. A Maximum period of 2 (two) weeks will be allowed for attending and rectification of faults during the warranty period.
- b) Maximum down time during the warranty period shall be 2% (two percent) for on line and 10% (Ten percent) for off line M&P calculated on quarterly basis.
- c) A penalty of 0.5% (Zero point five percent) per week of the contract value will be levied for delay in response time for attending and rectification of faults beyond specified time during the warranty period as detailed above.
- d) Maximum penalty to be levied on account of warranty failure shall be 5% (five percent) of the contract value calculated during whole of warranty period and after that if there is any delay on the part of supplier, purchaser shall be entitled for encashment of WG Bonds. In such cases the bad performance of firm during the warranty period, the same shall be recorded and circulated to all Railways. The same shall be given due regard in deciding future orders on the firm and when evidence to the contrary is not available, the firm's offer may be even rejected.

4. Annual Maintenance Contract:

- a) Tenderers are required to quote for post warranty Annual maintenance Contract (AMC) for a period of five years after expiry of the warranty period of

the M&P along with their offers. The scope of AMC will include preventive and break-down maintenance. AMC charges will include all costs of personnel, spares etc. except the cost of consumables required for day-to-day operation & daily maintenance checks.

- b) (i) The maximum downtime is _____
(ii) The response time allowed is _____
Penalties for failure to adhere to the same will be imposed at the rate of ₹ ____/- per _____. AMC payment will be made duly taking into account this aspect also.

- c) The tenderers should quote AMC rates for each of the five years. The AMC prices for each year will be firm. The AMC charges shall be separately payable in Indian Rupees only. The AMC charges would be added to the FOR destination price quoted for M & P for the purpose of comparative evaluation of offer. In order to equitably compare different AMC charges for different years, the concept of NPV (Net Present Value) will be used at the predetermined rate of discounting to bring the AMC charges at the same footing in the assessment of FOR destination price. The rate of discounting and the NPV calculation is as under:-

- (a) Rate of discounting is as under:-

- (1) _____
(2) _____
(3) _____
(4) _____
(5) _____

- (b) The NPV calculation is as under:-

- (1) _____
(2) _____
(3) _____
(4) _____
(5) _____

- d) The post-AMC maintenance of machines will be dealt with by the end users. In order to facilitate the same, tenderers are required to give the current cost of spares required for maintenance of machine after AMC period and the current service charges for each items of work of repair of M & P beyond the AMC period. These charges will not be included in the price of M & P for the purpose of comparative evaluation of offers.

- e) Tenderers who are OEM, must give undertaking for supply of spare parts for a period of expected life of the machine/equipment. Other tenderers must submit undertaking from OEM for supply of spare parts for a period of expected life of the machine/equipment.

- f) (i) Contract value :-

Annexure _____

- (ii) AMC Charges:-

Annexure _____

5. Payment Terms:

- i) Payment to Foreign Supplier: Payment against foreign supplies shall be made through Letter of Credit. All charges, including the confirmation charges of L.C., levied by foreign Banks, shall be borne by the supplier. The standard payment terms subject to recoveries if any, under the liquidated damages clause and general condition of contract will be as under:-
 - a) 80% of the payment against irrevocable L.C. on proof of inspection certificate and shipping documents within 30 days of receipt of shipping documents as specified.
 - b) Balance 20% payment within 90 days after installation/commissioning and proving out test of M&P subject to submission of bank guarantee for an amount of 10% of contract value, as warranty security.
- ii) Payment against indigenous supply: The standard payment terms subject to recoveries if any, under the liquidated damages clause and general condition of contract will be as under:-
 - a) 80% of the payment on proof of inspection certificate and Rail/Road Challan to be made within 30 days of receipt of documents as specified. Road Challan is to be certified by Gazetted Officer at consignee end.
 - b) Balance 20% payment within 90 days after satisfactory installation / commissioning and proving test of M&P subject to submission of bank guarantee for an amount of 10% of contract value, value as warranty security.

Special condition :The stipulated delivery date is for completion of all activities to be performed by the supplier under contractual obligations i.e. supply of equipment/ machinery and erecting & commissioning including all the civil , electrical works , if any , under the contract .

- 6 (i)The Tenderer shall furnish along with his offer the details of past performance of the machines, same or similar to those offered in the tender, in the following proforma:

Sl. No	Name of Machine	Name of customer	Purchase Order No.& date	Delivery due date as per PO	Actual date of delivery	Whether customer's certificate in respect of past performance of the machine is enclosed.
1	2	3	4	5	6	7

- (ii) Certificates from the customers to whom such machines have been supplied in the past , regarding Performance of the machines shall be enclosed with the above information, failing which the offer shall not be considered .

Certificates from Central / State Govt. Departments & Public Sector Undertaking and other reputed organizations only shall be accepted, and performance from at least two such customers should be submitted. Same/similar refers to function and capacity within a reasonable range.

- (iii) If the tenderer is not a manufacturer, but only an agent/ trader, a certificate from the manufacturer authorizing him as agent shall be attached with the offer, failing which the offer shall not be considered. Further the conditions as specified under Sl.No.15 of General tender conditions shall be satisfied.
- (iv) The tenderer shall submit with his offer particulars of plant and machinery installed at his works as well as equipment for ensuring quality control and inspection. Details like make, capacity, quantity, horse power of all plant and machinery shall be given. In case of an agent/dealer, the above details of their principal manufacturer shall be given.
- (v) The tenderer shall submit with his offer details of man-power available with him showing the designation ,no. of men, qualification,& experience separately for each section like management, shop floor, inspection, and quality control etc.
- (vi) The Railway has the option to verify the above information by physical inspection or otherwise by any authorised representative of the Railway at any time.

South Central Railway

Headquarters office
Rail Nilayam
Stores Branch
Secunderabad

No.S.246.SAFETY ITEMS.RDSO.VOL.II

Date :- 13.12.2011

All Depot Officers
All Purchase Officers

OFFICE PROCEDURE ORDER NO.03/2011

Sub:- Procurement, Availability and Monitoring of Safety Items.

To ensure availability of Safety Items at all times as per the instructions given by Railway Board vide their letter No.99/RS(IC)/165/SRC dated 25.02.2003, a time table for each activity in coverage of demands and monitoring and review of the Safety Items was issued vide Office Procedure Order No. 05/2010 (copy enclosed). The same should be scrupulously followed.

Recently, Railway Board has set up a High Level Safety Review Committee to go into all related aspects in connection with safe running of train service. During interaction, the field units have given an impression to the Safety Review Committee that supply of safety items for maintenance of fixed and rolling asset of the Railways is not satisfactory. In order to maintain 100 % availability of safety items at all the times, the following action may be taken by the Depot/ Purchase officers.

- 1) Headquarters to ensure adequate coverage of all safety items in time and it is depot's responsibility to chase and make these items available at all times.
- 2) The coverage of the safety items should invariably be made on more than one firm to the extent possible so that if one firm fails, other firm can supply the item.
- 3) Depot should chase the item vigorously for the receipt of the supply when the stock falls below six months. It is the responsibility of the depot to chase the coverage till the supply is received.
- 4) Accountal of safety items should be made on priority.
- 5) In case the item is overdrawn by the consumer continuously short fall recoupment should be submitted to the headquarter. Purchase officer should make immediate coverage for such shortfall requirement without waiting for the regular estimate as per the calendar. Depot Officers should also make efforts to increase the AAC in consultation with consuming department.

This issues with the approval of Competent Authority.


(A. PRADEEP)
Dy.CMM/GP&S
For Controller of Stores

C/- PS to COS for kind information of COS
C/- CMM/M, CMM/E, CMM/G for kind information.

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2012

OFFICE PROCEDURE ORDERS - YEAR 2012

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my G
GP&S *Um*
25/12

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*Have we update the
tender condition on
net ? also our booklet ?
17/1/12
on*

SOUTH CENTRAL RAILWAY

No.S.314.2P.Vol.VI

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71
Dt: 15.02.2012.

OFFICE PROCEDURE ORDER NO. 01/ 2012

Sub: Ordering on Approved Sources in Part-II:

- Ref: 1) Rly. Bd Ltr no.99/RS(G)/709/1 dt.06.12.2007.
2) Office Procedure Order No. 14/2007 dt.27.12.2007.
3) Rly. Bd Ltr no.99/RS(G)/709/1 dt.05.05.2006.
4) OPO No.19/2006 dt.09.06.06.

In continuation to Rly Bd's letters dt.05.05.2006 & 06.12.2007 and OPO No. 14/2007 dt.27.12.2007 Para 3.1.2.3 of the General Tender Conditions is modified as follows:

"3.1.2.3 It is also likely that there may be cases where more than one part-II source are within the zone of consideration on the basis of competitive price ranking with satisfactory past performance on that Railway. In such cases each part-II source can be considered for ordering in the same manner as indicated in aforesaid Para. Aggregate quantity to be ordered on all Part-II approved vendors taken together, however, will not exceed 25% of the net procurable quantity, in a given procurement case."

This issues with the approval of Competent Authority.


(A. PRADEEP)
Dy.CMM/GP&S
For Controller of stores

Copy to:-PS to COS for kind information of COS
CMM/G, M & E
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl. Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
6th Floor, Rail Nilayam,
Secunderabad.

No.S.26/R&D/Misc.

Date:03/04/2012.

OFFICE PROCEDURE ORDER No. 01/2012

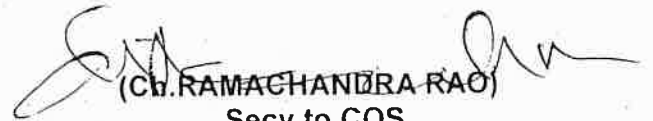
Sub : Maintenance of Records / Despatch of letters.

The following changes with regard to receipt of letters/documents by R&D section of COS office is ordered with immediate effect.

Sections have to handover the letters/documents to the R&D section in time and acknowledgement should be given by R&D section on the office copy of each letters/documents with date stamp duly signed by the receiving officials of R&D section so as to ensure proper documentation of records.

The above procedure to be followed strictly.

This is issued with the approval of Competent Authority.


(Ch. RAMACHANDRA RAO)
Secy to COS
for Controller of Stores

Copy to :

PS(Gaz.) for kind information of COS.

CMM/M, CMM/E and CMM/G for kind information.

All Purchase Officers

All Sections incharges of Cos office.

Ch.OS/R&D for information and to act accordingly

OPO file and Guard File.

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Stores Branch,
Rail Nilayam,
Secunderabad.
Dt. 23.04.2012.

No.8/291/ST/Policy-2012

OFFICE PROCEDURE ORDER No.3/2012

Sub: Revision in Central Excise Duty
Ref: Rly.Brd Ltrs No. 2009/RS (G) 779/15 Dt.19.04.2011
Notifiacion No.Dt. 18/2012 CE Dt.17.03.2012

ED has been revised from 10% to 12% in the recent union budget. In this connection please find enclosed herewith Rly. Boards Letter cited above regarding Evaluation / inter-se-ranking of tenderers on account of effect of change in Statutory Tax Regime for guidance.


(A.PRADEEP)
Dy.CMM/GP&SALES

Copy To:

PS to COS for kind information of COS
CMM/G, CMM/M, CMM/ E
All Purchase Officers, All Depot Officers
All Divisions; Stores Officers,
Dy,CVO/Stores , Dy,CMM/Con.
Principal /STC/SC, Sr.SM/FDP/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Chief OS,s / OS,s of Purchase Section

भारत सरकार **Government of India**
रेल मंत्रालय **Ministry of Railways**
(रेलवे बोर्ड **Railway Board**)

60

NO:2009/RS(G)/779/15

New Delhi, Dated: 19-04-2011

The General Manager, All Indian Railways & PUs including NF(C).
The General Manager, CORE, Allahabad.
The General Manager, Metro Railway, Kolkata.
The Director General, RDSO, Lucknow & Railway Staff College, Vadodara.
The MD, RITES, RITES Bhavan, Sector-29, Gurgaon.
The MD, KRCL, Belapur Bhavan, 4th Floor, Sector-11, CBD, Belapur, Navi Mumbai.
The MD, MRVC, 2nd Floor, Church Gate station Building, Mumbai.
The MD, CRIS, Chanakyapuri, New Delhi.
CAO/Workshop Projects organisation, 1st Floor, Chamber Bhawan, J.C. Road, Patna -800001.
CAO/DMW, Patiala and COFMOW, New Delhi.
CAO/MTP, NBCC Place, Bhisma Pitamah Marg, Pragati Vihar, New Delhi.
CAO/MTP, Mumbai and Chennai.

Sub: Evaluation of inter-se ranking of tenderers- effect of change in statutory tax regime.

The aspect of evaluation of inter-se ranking of tenderers (i.e. determining L1, L2, L3 etc.) in cases where there is a change in statutory tax regime after tender opening has been raised in past. Presently different Railways are adopting different practices in absence of uniform policy. The point under consideration was whether to evaluate inter-se ranking of tenderers based on the statutory tax regime as on date of tender opening or to re-evaluate the offers for inter-se ranking as per revision in statutory taxes/duties.

The matter has been examined in Board. It is decided that for statutory taxes/duties, all the offers shall be evaluated as per tax regime as applicable on the date of tender opening.



RS(G)/Interse ranking

(59)

आर.बी.एस. सं. 02/2011

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)

सं. 2009/आरएस(जी)/779/15

नई दिल्ली, दिनांक: 19.04.2011

महाप्रबंधक, सभी भारतीय रेलें एवं पूर्वोत्तर सीमा (निर्माण) सहित उत्पादन इकाइयां।
महाप्रबंधक, कोर, इलाहाबाद।
महाप्रबंधक, मेट्रो रेल कोलकाता।
महानिदेशक, अ.अ.मा.स. लखनऊ एवं रेलवे स्टाफ कॉलेज, वडोदरा।
प्रबंध निदेशक, राइट्स, राइट्स भवन, सेक्टर-29, गुडगांव।
प्रबंध निदेशक, कोंकण रेल कॉर्पोरेशन लि., बेलापुर भवन, चौथा तल, सेक्टर-11, सी बी डी, बेलापुर, नवी मुंबई।
प्रबंध निदेशक, मुंबई रेल विकास निगम, दूसरा तल, चर्च गेट स्टेशन बिल्डिंग, मुंबई।
प्रबंध निदेशक, क्रिस, चाणक्यपुरी, नई दिल्ली।
मु.प्र.अ./कारखाना परियोजना संगठन, पहला तल, चेम्बर भवन, जे.सी. रोड, पटना-800001.
मु.प्र.अ./डीजलआधुनिकीकरण कारखाना, पटियाला एवं कॉफमो, नई दिल्ली।
मु.प्र.अ./एमटीपी, एनबीसीसी प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, नई दिल्ली।
मु.प्र.अ./एम टी पी, मुंबई एवं चेन्नै।

विषय: निविदाकारों की पारस्परिक रैंकिंग का मूल्यांकन- सांविधिक कर प्रणाली में परिवर्तन का प्रभाव।

ऐसे मामलों में जहां निविदा खोले जाने के बाद सांविधिक कर प्रणाली में परिवर्तन हुआ हो, निविदाकारों के पारस्परिक रैंकिंग के मूल्यांकन (अर्थात् एल1, एल2, एल3 आदि का निर्धारण) का मुद्दा विगत में उठाया गया है। इस संबंध में, एकसमान नीति न होने के कारण अलग-अलग रेलों द्वारा अलग-अलग पद्धतियां अपनाई जा रही हैं। विचाराधीन मुद्दा यह है कि क्या निविदा खोले जाने की तारीख को सांविधिक कर प्रणाली के आधार पर निविदाकारों की पारस्परिक रैंकिंग का मूल्यांकन किया जाए अथवा सांविधिक करों/शुल्कों में हुए संशोधन के अनुसार पारस्परिक रैंकिंग के लिए प्रस्तावों का पुनर्मूल्यांकन किया जाए।

20/5

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This evaluation criteria shall also be included in the tender documents for information of all.

This issues with the concurrence of Finance Dte. of Ministry of Railways.



(M.K.Gupta)
Director, Rly.Stores(IC)
Railway Board

NO:2009/RS(G)/779/15

New Delhi, Date:. 19-04-2011

Copy to:

1. FA&CAOs, All Indian Railways & Production Units.
2. PCEs, All Indian Railways & Production Units.
3. The ADAI(Railways), New Delhi (with 10 spares copies)
4. The Director of Audit, All Indian Railways.



for Financial Commissioner / Railways

No: 2009/RS(G)/779/15

New Delhi, Date:. 19-04-2011

Copy to:

1. The COSs, All Indian Railways & PUs including NF(C).
2. The COS, Metro Railway, Kolkata.
3. The COS, COFMOW, New Delhi.
4. The COS, CORE, Allahabad.
5. The COS, Konkan Railway Corporation Ltd., Belapur Bhavan, 4th Floor, Sector-11, CBD, Belapur, Navi Mumbai-400614.
6. The COS, Mumbai Rail Vikas Corporation, 2nd Floor, Church Gate station Building, Mumbai-400020.
7. The Directors-
 - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad.
 - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur.
 - c. Indian Railway Institute of Elect. Engg., Nasik.
 - d. Sr.Prof. (Material Management), Railway Staff College, Vadodara.
 - e. Indian Railway Institute of Civil Engg., Pune.
 - f. Indian Railway Institute of Logistics & Materials Management, IDA House, Sector IV, R.K.Puram, New Delhi
8. Chairman, Railway Rates Tribunal, Chennai.
9. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata.
10. Executive Director (Stores), RDSO, Manak Nagar, Lucknow.
11. Chief Commissioner, Railway Safety, Lucknow.

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7. निदेशक -

- क. भारतीय रेल सिगनल इंजीनियरी एवं दूरसंचार संस्थान, सिकंदराबाद।
 - ख. भारतीय रेल यांत्रिक एवं बिजली इंजीनियरी संस्थान, जमालपुर।
 - ग. भारतीय रेल बिजली इंजीनियरी संस्थान, नासिक।
 - घ. वरिष्ठ प्रो. (सामग्री प्रबंधक) रेलवे स्टाफ कॉलेज, वडोदरा।
 - ङ. भारतीय रेल सिविल इंजीनियरी संस्थान, पुणे।
 - च. भारतीय रेल लॉजिस्टिक एवं सामग्री प्रबंधन संस्थान, आईडीए हाउस, सेक्टर-4, आर.के. पुरम, नई दिल्ली।
8. अध्यक्ष, रेल दर अधिकरण, चेन्नै।
 9. निदेशक, लौह एवं इस्पात, 3, कोयला घाट स्ट्रीट, कोलकाता।
 10. कार्यपालक निदेशक (भंडार), अ.अ.मा.सं., मानक नगर, लखनऊ।
 11. मुख्य आयुक्त, रेल संरक्षा, लखनऊ।
 12. कार्यपालक निदेशक (क्यू ए)/राइट्स, राइट्स भवन, सेक्टर-29, गुड़गांव, हरियाणा।
 13. सीपीएम, क्रिस, चाणक्यपुरी, नई दिल्ली।
 14. महाप्रबंधक (परियोजना)-V, क्रिस, चाणक्यपुरी, नई दिल्ली।
 15. उप मुख्य सामग्री प्रबंधक/कारखाना परियोजना संगठन, पहला तल, चेम्बर भवन, जे.सी. रोड, पटना-800001.

(एम.के. गुप्ता)

निदेशक रेलवे भंडार (आईसी) I
रेलवे बोर्ड

सं. 2009/आरएस(जी)/779/15

नई दिल्ली, दिनांक: 19-4-2011

प्रतिलिपि प्रेषित:

1. महासचिव, एआईआरएफ, 4 स्टेट एंट्री रोड, नई दिल्ली।
2. महारासचिव, एनएफआईआर, 3 चेम्सफोर्ड रोड, नई दिल्ली।
3. महासचिव, इरपोफ, कमरा नं. 268, रेल भवन, नई दिल्ली।
4. महासचिव, फ्रोआ, कमरा नं. 256 डी, रेल भवन, नई दिल्ली।
5. महासचिव, एआईआरपीएफए, कमरा नं. 256 डी, रेल भवन, नई दिल्ली।

(एम.के. गुप्ता)

निदेशक रेलवे भंडार (आईसी) I
रेलवे बोर्ड

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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
(DEPARTMENT OF REVENUE)

New Delhi, the 17th March, 2012

Notification No. 18/2012-Central excise

G.S.R. (E).— In exercise of the powers conferred by sub-section (1) of section 5A of the Central Excise Act, 1944 (1 of 1944), the Central Government, being satisfied that it is necessary so to do, hereby exempts the goods falling under the Chapter, heading, sub-heading or tariff item of the First Schedule to the Central Excise Tariff Act, 1985 (5 of 1986), as are specified in column (2) of the Table below, from so much of the duty of excise leviable thereon under the said First Schedule as is in excess of the amount calculated at the rate specified in the corresponding entry in column (3) of the Table aforesaid.

Table

Sl.No	Chapter or heading or sub-heading or tariff item of the First Schedule	Rate
(1)	(2)	(3)
1.	1107, 1108 (except 1108 20 00)	12%
2.	13	12%
3.	1517 10 22, 1520 00 00, 1521, 1522	12%
4.	1701 (except 1701 13 20 and 1701 14 20), 1702 (except 1702 90 10), 1704	12%
5.	18	12%
6.	1901 20 00, 1901 90 10, 1901 90 90, 1902 40 10, 1902 40 90, 1904, 1905 32 11, 1905 32 19, 1905 32 90	12%
7.	1905 31 00, 1905 90 10, 1905 90 20	6%
8.	20	6%
9.	2101 (except 2101 30 10, 2101 30 20, 2101 30 90), 2102, 2103, 2104, 2106 (except 2106 90 20 and 2106 90 92)	12%
10.	2201 (except 2201 90 10), 2202 (except 2202 90 10 and 2202 90 20), 2207 20 00, 2209	12%
11.	2202 90 20	6%
12.	2503 00 10, 2515 12 20, 2515 12 90, 2523 10 00, 2523 21 00, 2523 30 00, 2523 90 10, 2523 90 20, 2523 90 90	12%
13.	26	12%
14.	2707, 2708, 2710 19 10, 2710 19 20, 2710 19 50, 2710 19 60, 2710 19 70, 2710 19 80, 2710 19 90, 2711, 2712, 2713, 2714, 2715	14%
15.	2710 12 11 to 2710 12 90, 2710 20 00	14%

16.	2710 19 30, 2710 19 40	14% + Rs. 5 per litre
17.	28 (except 2804 40 10, 2844 30 22, 2845 10 00, 2845 90 10, 2853 00 30)	12%
18.	29	12%
19.	3001, 3003, 3004, 3005, 3006 (except 3006 60 10, 3006 60 20, 3006 60 30, 3006 92 00)	6%
20.	3102, 3103, 3014, 3105	12%
21.	32 (except 3215 90 10 and 3215 90 20)	12%
22.	3301, 3302, 3303, 3304, 3305, 3306, 3307 (except 3307 41 00)	12%
23.	34	12%
24.	35	12%
25.	36	12%
26.	3701, 3702, 3703, 3704 and 3707	12%
27.	38 (except 3824 50 10, 3825 10 00, 3825 20 00, 3825 30 00)	12%
28.	39 (except 3916 10 20, 3916 20 11, 3916 20 91 and 3916 90 10)	12%
29.	4002, 4003 0000, 4004 00 00, 4005, 4006, 4007, 4008 (except 4008 19 10, 4008 2110 and 4008 29 20), 4009, 4010, 4011, 4012 90 10 to 4012 90 90, 4013, 4014 (except 4014 10 10, 4014 10 20), 4015, 4016, 4017	12%
30.	42	12%
31.	43	12%
32.	4401, 4403, 4404, 4406, 4408 (except 4408 10 30, 4408 31 30, 4408 3930, 4408 90 20), 4409, 4410, 4411, 4412, 4413 00 00, 4414 00 00, 4415, 4416, 441700 00, 4418, 4419, 4420, 4421	12%
33.	45	12%
34.	4707	12%
35.	4802, 4804, 4805, 4806 20 00, 4806 40 10, 4807, 4808, 4810	6%
36.	4803, 4806 (except 4806 20 00 and 4806 40 10) 4809, 4811, 4812 00 00, 4813, 4814, 4816, 4818, 4819 (except 4819 20 10) 4820, 4821, 4822, 4823 (except 4823 90 11)	12%
37.	4908	12%
38.	5004, 5005, 5006, 5007	12%
39.	5105, 5106, 5107, 5108, 5109, 5110, 5111, 5112, 5113	12%
40.	5204, 5205, 5206, 5207, 5208, 5209, 5210, 5211, 5212	12%
41.	5302, 5305, 5306, 5307 (except 5307 10 90), 5308 (except 5308 10 10, 5308 10 20, 5308 10 90) 5309, 5310, 5311	12%
42.	54	12%
43.	55	12%
44.	56	12%
45.	57	12%
46.	5801 (except 5801 35 00), 5802, 5803, 5804 (except 5804 3000), 5806, 5808, 5809, 5810, 5811	12%
47.	59	12%
48.	60	12%
49.	61	12%
50.	62	12%
51.	6301, 6302, 6303, 6304, 6305, 6306, 6307, 6308 00 00	12%
52.	64	12%

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53.	6501, 6502, 6504 00 00 00, 6505, 6506, 6507 00 00	12%
54.	6601, 6602 00 00	6%
55.	6603	12%
56.	6702, 6703, 6704	12%
57.	68	12%
58.	69 (except 6901 00 10, 69 04 10 00)	12%
59.	69 04 10 00	6%
60.	70 (except 7012 00 00, 7018 10 10, 7018 10 20, 7020 00 11, 7020 00 12, 7020 00 21)	12%
61.	7101, 7103, 7104 (except 7104 10 00) 7105, 7106, 7107 00 00, 7108, 7109 00 00, 7110, 7111 00 00, 7112, 7113, 7114, 7115, 7116, 7118	12%
62.	7117	6%
63.	72	12%
64.	73	12%
65.	7401, 7402, 7403, 7404, 7405 00 00, 7406, 7407, 7408, 7409, 7410, 7411, 7412, 7413 00 00, 7415, 7418, 7419	12%
66.	7501, 7502, 7503, 7504 00 00, 7505, 7506, 7507, 7508	12%
67.	76	12%
68.	7801, 7802, 7804, 7806	12%
69.	79 (except 7906)	12%
70.	8001, 8002, 8003, 8007	12%
71.	81	12%
72.	82 (except 8215)	12%
73.	8215	6%
74.	83	12%
75.	8401 to 8423, 8424 (except 8424 81 00) 8425 to 8431, 8434, 8435, 8438 to 8451, 8452 (except 8452 10 12, 8452 10 22, 8452 30 10, 8452 30 90, 8452 90 11, 8452 90 19, 8452 90 91, 8452 90 99), 8453 to 8468, 8469 (except 8469 00 30, 8469 00 40), 8470 to 8478, 8479 (except 8479 89 91, 8479 89 92), 8480 to 8484, 8486, 8487	12%
76.	8501 to 8519, 8521, 8522, 8523, 8525 to 8533, 8534 00 00, 8535 to 8547, 8548 90 00	12%
77.	8601 to 8604 (except 8604 00 00), 8605 00 00, 8606	6%
78.	8604 00 00, 8607, 8608, 8609 00 00	12%
79.	8701, 8702 10 91 to 8702 10 99, 8702 90 13, 8702 90 20 to 8702 90 99, 8703 10 10, 8703 90 10, 8704 10 10, 8704 21 10 to 8704 31 20, 8704 32 11, 8704 90 11, 8704 90 12, 8705, 8706 00 11, 8706 00 19, 8706 00 31, 8706 00 41, 8706 00 50, 8707 to 8709, 8710 00 00, 8711 to 8716 (except 8713)	12%
80.	8802 (except 8802 60 00), 8803	12%
81.	8903, 8907, 8908 00 00	12%
82.	9001 (except 9001 40 10, 9001 40 90, 9001 50 00), 9002 to 9008, 9010 to 9016, 9017 (except 9017 20 10, 9017 20 20, 9017 20 30, 9017 20 90) 9018, 9019, 9020 00 00, 9022 to 9032, 9033 00 00	12%
83.	91	12%
84.	9201, 9202, 9205, 9206 00 00, 9207, 9208, 9209	12%
85.	93 (except 9301)	12%
86.	94 (except 9405 50 10)	12%
87.	9503 to 9508 (except 9508 10 00)	12%

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88.	9601, 9602, 9603, 9604 00 00, 9605, 9606 (except 9606 21 00, 9606 22 00, 9606 29 10, 9606 29 90, 2606 30 10) 9607, 9608, 9611 00 00, 9612, 9613, 9614 00 00, 9616, 9617, 9618 00 00	12%
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2. This notification shall come into force on the date of its publication in the official Gazette.

[F.No.334/1/2012-TRU]

(RA)

(Raj Kumar Digvijay)
Under Secretary to the Government of India

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Central Excise Duty Sub Heading

<u>Sub Heading Code</u>	<u>Sub Heading Description</u>
8601	India Central Excise Duty of Rail locomotives powered from an external source or by electric accumulators
8602	India Central Excise Duty of Other rail locomotives; locomotive tenders
8603	India Central Excise Duty of Self-propelled railway or tramway coaches, vans and trucks, other than those of heading 8604
8606	India Central Excise Duty of Railway or tramway goods vans and wagons, not self-propelled
8607	India Central Excise Duty of Parts of railway or tramway locomotives or rolling-stock
8608	India Central Excise Duty of Railway or tramway track fixtures and fittings; mechanical (including electro-mechanical) signalling,

Total: 6 Central Excise Duty Sub Heading

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.09.05.2012

No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER No.04/2012

Sub: Force Majeure clause in Stores Contracts Railway
Board's letter No.2011/RS(G)/779/7 dated 19.01.2012

* * *

The above letter received from Railway Board in connection with Force majeure clause to be incorporated in all the tenders as a condition is mentioned hereunder for information and guidance please.

Force Majeure Clause

Force Majeure is an event beyond the control of the Supplier and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts and freight embargoes. This should not be used by a party to effectively to escape liability for bad performance.

If there is delay in performance or other failures by the supplier to perform its obligation under the contract due to event of a Force Majeure, the supplier shall not be held responsible for such delays/failures.

If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof within 21 days of occurrence of such event with reasonable evidence thereof.

Unless otherwise directed by the Purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the performance in whole or in part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.

Cont-2-

" There may be a Force Majeure situation affecting the purchase organization only. In such a situation the purchase organization will take up with the supplier on similar lines as mentioned above. "

This should be implemented with immediate effect

This has the concurrence of finance and approval of competent authority.

ll

(A.K.Biswakarma)
Dy.CMM/G
For Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G, CMM/M & CMM/E
Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl. Officers
Dy.CMM/C at CAOR/O/Sc
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.18-05-2012

No S.339 /Insp/Vol.III

OFFICE PROCEDURE ORDER No 95/2012

Sub: Schedule of Inspections for CMMs & Dy CMMs in Hqrs
Ref: 1) Rly Bd.Lr.No 98/RS(G) 509/2 dt: 16-07-1998
2) AMRS Lr.No. 2007/RS(G) 379/1 dt: 10-05-2012

Divisions/Depots allotted to CMMs & DY CMMs (Head quarters) for field inspection are as under

1)CMM/M	Divisions Depots	BZA & GTL M&E/LGD, M&G/RYPs, CRS/TPTY, DSL/GY, GTL, KZJ, BZA, MLY
2)CMM/E	Divisions Depots	GNT & HYD ELS/BZA, LGD, KZJ, Car Shed MLY, S&F/SC & Printing press.
3)CMM/G	Divisions Depots	SC & NED Divisions G&S/MFT, SD/LGD, TPTY, RYPs.
4)DYCMM/IC	Division Depot	NED Nil
5)DYCMM/C&W	Division Depots	BZA M&G/RYPs, CRS/TPTY
6)DYCMM/S&T	Division Depots	GNT G&S/MFT, S&F/SC & Printing press.
7)DYCMM/DSL	Division Depots	GTL DSLGY, GTL, KZJ, BZA & MLY
8)DYCMM/G	Division Depot	SC M&E/LGD
9) DY CMM/Ele	Division Depots	HYD ELS/LGD, BZA, KZJ, Car Shed MLY
10) DY CMM/GP&S	Division Depots	Nil SD/LGD, SD/RYPs & SD/TPTY

The schedule of Inspection is as under:

1) Schedule of Inspections for DyCMM	One Depot & one Division every Month
2) Schedule of Inspections for CMM	Each Division once in every two months, One Depot a month

This is issued with the approval of competent authority and supercedes all earlier instructions.


(A. PRADEEP)
DYCMM/GP&S
For Controller of stores

Copy to: PS to COS for kind information of COS
CMM/G, M & E Dy.CVO/Stores/SC, All Hqrs. Officers, Depot & Divl. Officers, Dy CMM/C at
CAO/Con/OSC.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.25.10.12

No.S.232.Tender & Pur. Procedure.

OFFICE PROCEDURE ORDER No. 06 /2012

Sub: A, B, C Categorization of Stores (based on percentage of Total Consumption).

In partial modification of the existing instructions on the subject a review has been made on the A, B, C Categorization of Stores.

After review of the list of items as per the value of consumption during 2011-2012, A, B, C categories, have been revised as under:

<u>CATEGORY</u>	<u>Annual Consumption Value</u>
'A'	Above Rs.30 lakhs.
'B'	Above Rs.5 lakhs & upto Rs.30 lakhs.
'C1'	Above Rs.25000/- & upto Rs.5 lakhs.
'C2'	Upto Rs.25000/-

The categorization is based on consumption for the entire Railway and will be uniform for the Railway irrespective of their value of consumption in individual depot.

EDP Centre will give list of A, B, C1 and C2 items of all depots to the Headquarters based on the limits given above & the same will be circulated to all the depots. A consolidated copy of PL wise A, B, C1 and C2 items will also be given for use of Purchase Officers.

The Purchase Officers are requested to note the above change for periodical review of the items at Headquarters level.

This should be implemented with immediate effect.

This has the approval of competent authority.


(A.PRADEEP)
DYCMM/GP&S
for Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G,CMM/M,CMM/E&S
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs

South Central Railway

Office of the
Controller of Stores,
Rail Nilayam, 6th floor,
Secunderabad-71.
dt.17.07.2012.

No.S.289.Scrap Policy/2012-13

OFFICE PROCEEDURE ORDER NO. 06/2012

Sub: Disposal of ferrous & Non Ferrous scrap of Guntakal Division.

&&&

The infrastructure facilities in the Scrap Depot/TPTY are not sufficient to receive a huge volume of scrap from outside the workshop.

As the godowns are not sufficient to keep Non Ferrous materials, the same have been kept in open area which leads to pilferage/theft.

Hence, the scrap materials shall be sent by divisions either to SD/LGD or SD/RYPs only.

SD/CRS/TPTY will not accept any scrap materials except CRS/TPTY until further advice. SD/RYPs and SD/LGD depots are nominated to accept the scrap materials with immediate effect.

This has the approval of competent authority.


(A. PRADEEP)
DY.CMM/GP&S
For Controller of Stores

C/-PS to COS for kind information of COS
C/-CMM/M, CMM/G & CMM/E
C/-All Purchase Officers, SMM/Sales, Secy. to COS
C/-All Depot Officers, All Divisional Stores Officers
C/-DY.CVO/Stores/SC, DY.CMM/Con./SC
C/- Principal/STC/SC, Sr.SM/EDP/SC, FA&CAO/S&W/SC
C/-Sr.AFA/SF/SC, Sr.MPS/SC
C/- All Chief OSs/OSs of Purchase Sections
C/- OS/REGN. Section, OS/Computer cell.
C/-DY.CMM/CRS/TPTY, SMM/SD/LGD, SMM/SD/RYPs & DMM/GTL.

of
Draft approved at Fr
424ft.

SOUTH CENTRAL RAILWAY

No.S.289.Scrap Policy/2012-13

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date : 16/11/2012

OFFICE PROCEDURE ORDER No. 07/2012

In partial modification of this OPO No.06/2012 issued under letter No.S.289/Scrap Policy/12-13 dated 17.07.2012, it is advised that all ferrous scrap material of GTL division shall be sent to CRS/TPTY.

In respect of non-ferrous items, the existing instructions holds good. the same shall be sent either to SD/LGD or SD/RYPs.

This has the approval of the Competent Authority.


(R.GOVINDA RAJU) 16/11
SMM/SALES
for Controller of Stores

Copy to :
PS TO COS:- for kind information of COS
CMM/M, CMM/G & CMM/E for kind information.
All Purchase Officers, SMM/Sales, Secy. to COS
All Depot Officers, All Divisional Stores Officers
Dy.CVO/S/SC, Dy.CMM/Con./SC, Principal/STC, Sr.SM/EDP/SC, FA&CAO/S&W/SC
Sr.AFA/SF/SC, Sr.MPS/SC
OS/Computer Cell,
Dy.CMM/CRS/TPTY, SMM/SD/LGD, SMM/SD/RYPs, DMM/GTL

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71.
Dt.06.12.12.

No.S.314.2P.Vol.VI.

OFFICE PROCEDURE ORDER NO. 08/2012.

Sub: Implementation of Unified PL No.

As per the directives of the Railway Board, all the temporary PLs with sub-group 98 are to be replaced with Unified PL Nos. in MMIS.

The following guidelines are issued for adoption of Unified PL No.

1. Additional PL cards i.e. Permanent / Unified PL corresponding to each temporary/ non-unified PL should be opened in which the PL No. should be the new Unified PL.No. with same details of depot code, ward code and other details from the existing PL Nos. Dy.CMM/IC shall forward the list of permanent / unified PL corresponding to each temporary PL to Depots and to MMIS for carrying out above changes.
2. The Temporary PL Nos. which are now under conversion to Unified PL No. will be rendered NNR and AAC as zero till they are removed from the list. It should be ensured that, PL Nos. with 98 sub-group where UPL have been implemented are not considered while reporting stock outs, availability of material etc.,
3. When Unified PL No. is introduced, the old PL No. (i.e. existing PL No.) is updated as NNR and no fresh Purchase Order can be placed against this old PL No. In case there are some demands under the existing PL No. i.e. old PL No. under process for placement of Purchase Order, the purchase order should be placed under the new assigned Unified PL Number by implementing suitable changes in the registration of Demand in MMIS.
4. The existing stock should immediately be transferred to the new Unified PL No. by all depots through "Book Transfer voucher".
5. The purchase office will take out immediately the Covered Dues details of old PL No. which has been converted to UPL and will issue Amendments to all live Covered Dues towards PL No. changing the PL No. of PO to UPL No.
6. Based on this Modification Advise Depots will account for all future receipts against Unified PL No.

Contd...2

7. The description furnished by other Rly. against Unified PL no. may be got verified from the consuming department once again before floating of Tender, by the purchase officer.
8. A concordance list of old PL Nos. and new Unified PL Nos. shall be generated and circulated amongst all Depot and Purchase Sections for ready reference.

This issues with the approval of Competent Authority.



(D.C.Venkaiah)
Dy.CMM/IC/Hqrs/SC
For Controller of Stores.

Copy to: PS to COS for kind information of COS
CMM/G, CMM/M & CMM/E
Sr.MPS/SC, Dy.CVO/Stores/SC
All Purchase Officers, Depot & Divl. Officers
Dy.CMM/C at CAOR/O/SC
Principal STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC, Dy.FA&CAO/WS/LGD, WAO/CRS/TPTY,
WAO/WWS/GTPL,
All Section Heads at Hqrs.



कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2013

OFFICE PROCEDURE ORDERS - YEAR 2013

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(27)

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71.
Dt.01.03.2013

No.S.320.RA/2013.

JOINT PROCEDURE ORDER NO. 01/2013

Sub:— Joint Procedure Order for Implementation of Reverse Auction through
"Open Tender" System.

Railway Board has issued procedure for Reverse Auction vide letter no. RS(M)/2011/EPS/01 dt.10.01.12 in consultation with IT Directorate and with the concurrence of Finance Directorate.

CRIS has provided the link of Reverse Auction to all the Railways and Production Units in IREPS website. The link should be followed as under:

www.ireps.gov.in - Login-Railway users (e-Tenders)-login by authenticating User name & Password- create NIT-Reverse Auction.

All Tenders of Reverse Auction have to be issued through Open Tenders for which the formalities of Open Tender including Publication in press should be followed.

In order to implement the Reverse Auction through Open Tender, a Joint Procedure Order with Accounts issued is enclosed for your information and it is requested that suitable items may be procured through Reverse Auction Module available in IREPS.

This has the approval of COS.

Encl: 1


Dy.CMM/GP&S

C: PS to COS for the kind information of COS

- CMM/G, CMM/M & CMM/E
- FA&CAO, FA&CAO/S&W
- Dy.FA&CAO/S&W
- Sr.AFA, Sr.AFA/M&P
- All Purchase Officers
- All Depot Officers &
- All Purchase Section Inchargers

Dy. CMM
05.03.2013
1.3.13

JOINT PROCEDURE ORDER FOR IMPLEMENTATION OF REVERSE AUCTION

1. As per the directives of the Railway Board, Reverse Auction is to be implemented in S.C Rly. The procedure for Reverse Auction has been issued by the Railway Board in consultation with IT Directorate and with the concurrence of Finance Directorate vide Lr.No.RS (M)/2011/EPs/01 dt.03.01.13.
2. CRIS has provided the link of Reverse Auction to all Railway and Production Units in IREPS website. The purchase section has to select option of Reverse auction as Tender type while uploading the Tender
3. It is proposed to implement the Reverse Auction initially for the items approved for procurement by RDSO.
4. Initially, Reverse Auction for few selected items from each Purchase Section i.e. C&W, DSL, Elec., S&T & Genl. will be operated within the direct acceptance powers of Dy.CMMs i.e. items having purchase value between Rs.5 to 10 lakhs will be considered for Reverse Auction.
5. All the Purchase Officers should select few items of RDSO approved from each Purchase Section with purchase value between Rs.5 lakhs to Rs.10 lakhs and prepare the Tender Document for Reverse Auction and upload on IREPS website in a manner similar to Open Tenders. The type of Tender to be selected will be 'Reverse Auction'.
6. Evaluation criteria of the offers will be as per total value of the Tender.
7. Date and time for start and close of Reverse Auction will be fixed by the Purchase Officer / Convener of the Tender Committee. On S.C Rly. the starting time of Reverse Auction will be 10.00 A.M and closing time shall be 2.00 P.M.
8. Following Procedure of Reverse Auction issued by the Railway Board should be followed.
 - 8.1 Tenders for Reverse Auction will be uploaded on IREPS website in a manner similar to Open Tenders by selecting type of Tender as 'Reverse Auction'.
 - 8.2 Evaluation Criteria of the offers will be on total value of the Tender.
 - 8.3 Vendors will be required to submit Techno commercial bids first.
 - 8.4 Techno commercial bids will be opened jointly by the stores and accounts officials as is being done at present for e-procurement cases. The offers will be evaluated by the Purchase Officer / Tender Committee as per extant procedure adopted for two packet system.
 - 8.5 Reverse Auction will be initially adopted for selected supply items only.
 - 8.6 Only such bidders who are considered techno commercially suitable by the purchase officer / competent authority will be allowed to bid further in the Reverse Auction. Notice period of 7 to 10 days will be given to techno - commercial suitable bidders for bidding in the Reverse Auction.
 - 8.7 Date and time for start and close of Reverse Auction will be fixed by the purchase officer / convener of the Tender Committee and the same will be communicated to the bidder through e-mail/SMS. On S.C Rly. the starting time of Reverse Auction will be 10.00 A.M and closing time shall be 2.00 P.M.



- (27)
- 8.8 Number of auto extensions and minimum decrement in percentage of value of the last successful bid will be fixed by the purchase officer / convener of the Tender Committee. The same shall be indicated and communicated to the firm.
The minimum decrement value will be fixed based on the last purchase rate by the Purchase Officer. Normally, the decrement value shall be 1 to 5% of the last purchase rate.
- 8.9 Permissible maximum number of auto extensions will be maintained by CRIS centrally, Railway user can fix number of auto extensions within this limit. If any bid falls during last minute of closing time, the auction will be extended automatically for predetermined period to be fixed centrally by CRIS in the application. Initially, maximum 5 such auto extensions of 5 minutes each will be allowed which can be modified later based on the experience and feedback from the users.
- 8.10 After fixing the start and closing date and time for Reverse Auction, qualified vendors will submit taxes, duties and other levies applicable before submission of their first bid. After submission of his first bid, the vendor will not be allowed to revise the taxes, duties and other levies.
- 8.11 After start of Reverse Auction, vendors will participate in online bidding.
- 8.12 During auction period, identities of the participating vendors will be kept hidden from each other.
- 8.13 Total value of Tender submitted by the vendors will be made visible to all the participating vendors.
- 8.14 Minimum admissible bid value will be last bid value minus minimum decrement as specified before starting of reverse auction.
- 8.15 After close of the Reverse Auction, tabulation of last (minimum) bids received from all the vendors will be generated and made visible to Railways and participating vendors. The representatives of Accounts should attend the opening as is being done in the Normal e-Tenders.
- 8.16 On S.C.Rly. all Reverse Auction Tenders will be opened at 3.30P.M. on the same date in the presence of the representative of Accounts who should attend the opening as is being done in case of normal e-tenders.
- 8.17 Railway users can also view the bidding history in chronological order.
- 8.18 After closure of the bidding process, the bidders with their respective lowest value will not be allowed to withdraw their offer.
- 8.19 All other functionalities will remain similar to ordinary open tenders.
9. All the Dy.CMMs should have the digital signature certificate (Class III b).
10. The notification of Reverse Auction shall be published in the Newspapers and will be communicated to the concerned firms through e-mail.
11. Regular training should be given to the vendors and to Account Staff/Officers concerned on nominated days by Dy.CMM/IC and purchase officer/purchase section clerks on Reverse Auction.

CMM/G 1/3

FA&CAO/SW 1/3/13

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad-71.
Dt.12.02.13.

No.S.314.2P.Vol.VI.

REVISED OFFICE PROCEDURE ORDER NO. 01/2013.

Sub: Implementation of Unified PL No.

As per the directives of the Railway Board, all the temporary PLs with sub-group 98 are to be replaced with Unified PL Nos. in MMIS.

The Office Order No.08/2012 dt.06.12.12 issued in this regard with guidelines for implementation of UPL is withdrawn due to transfer of covered dues to the Unified PL No.

The following revised guidelines are issued for adoption of Unified PL No.

1. Additional PL cards i.e. Permanent / Unified PL corresponding to each temporary/ non-unified PL should be opened in which the PL No. should be the new Unified PL.No. with same details of depot code, ward code and other details from the existing PL Nos. Dy.CMM/IC shall forward the list of permanent / unified PL corresponding to each temporary PL to Depots and to MMIS for carrying out above changes.
2. The Temporary PL Nos. which are now under conversion to Unified PL No. will be rendered NNR and AAC as zero till they are removed from the list. It should be ensured that, PL Nos. with 98 sub-group where UPL have been implemented are not considered while reporting stock outs, availability of material etc.,
3. The Tenders which were opened for the items with PL subgroup 98 and not yet finalized, the UPL No. may be assigned without changing the case file No. and P.O. should be released with same Case No. but with unified PL No. To carry out these changes, the concerned PO clerk should approach SI/MMIS Cell.
4. The Tenders which are yet to be opened for the items with PL subgroup 98, the concerned purchase sections may feed unified PL No. in the Tender floated, keeping the case file No. unchanged. The PO should be released with the same case no. but with unified PL No.
5. The Covered Dues which are existing against the old PL No. have been transferred in MMIS to the Unified PL No. The Purchase Officers should issue an amendment to all the Purchase Orders with live Covered Dues and Old PL No., to enable the Accounts to pass the firms bills without any query.
6. The existing stock should immediately be transferred to the new Unified PL No. by all depots through "Book Transfer Voucher".

7. Based on this Modification Advise Depots will account for all future receipts against Unified PL No. as Covered Dues of Old PL Nos. have been transferred to Unified PL No. in MMIS.
8. The description furnished by other Rly. against Unified PL no. may be got verified from the consuming department once again before floating of Tender, by the purchase officer to check latest Alterations etc.
9. A concordance list of old PL Nos. and new Unified PL Nos. shall be generated and circulated amongst all Depot and Purchase Sections for ready reference.

This issues with the approval of Competent Authority.



(D.C.Venkaiah)
Dy.CMM/IC/Hqrs/SC
For Controller of Stores.

Copy to: PS to COS for kind information of COS
CMM/G, CMM/M & CMM/E
Sr.MPS/SC, Dy.CVO/Stores/SC
All Purchase Officers, Depot & Divl. Officers
Dy.CMM/C at CAOR/O/SC
Principal STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC, Dy.FA&CAO/WS/LGD, WAO/CRS/TPTY,
WAO/WWS/GTPL,
All Section Heads at Hqrs.

PS KSDH

6/3

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt. 06.03.2013

No.S.232.Tender & Pur. Procedure.

OFFICE PROCEDURE ORDER No. 02 /2013

Sub: Streamlining of procedure for local purchase of stores by
Field units – System Improvement reg.

1.0 Vigilance branch has communicated to this office that certain lapses were noticed in cases of local purchase and suggested for streamlining of procedure. After careful examination of suggestions made by Vigilance, the following instructions are issued as a measure of system improvement, for compliance by all concerned while dealing with local purchase.

(i) All depot / divisional stores officers shall form a standing panel of firms (for items regularly purchased through local purchase for their unit except for very special items. While framing such panels, they should follow some basic guidelines / criteria. The panel of firms shall be made jointly by depot / divl. stores officers along with counter part of user department. Such panel shall be approved by officer incharge of the shed, Sr. DME / Sr.DEE as the case may be, CWMs in case of Workshops, ADRMs in case of divisions. So far as MFT is concerned, it shall be prepared by AMM/MFT along with concerned branch officers and got approved by DYCMM/MFT. So far as S&F depot is concerned, this list shall be approved by Dy.CMM/G&S/MFT. This shall be made within 3 months time, to be valid initially for one year and subject to review thereafter. As far as possible, all local purchase tenders can be sent to the firms in such standing panel only which should be reviewed periodically and updated as warranted. However, exceptions may be made by local purchase officer to include any firm based on valid reasons and suggestions from indentors, if any, on case to case basis.

(ii) For items to be procured from restricted sources by RDSO / PUs, while no such standing panel for local purchase is considered necessary, firms approved in such standing panel may also be allowed to participate. However, their offers may be considered only subject to their producing authorization from such approved sources.

(iii) Indent signing officials are fully responsible for the description, likely recommended sources indicated and estimated rate given in all NS indents. The onus of giving correct estimated rate lies with indenting officer as that alone is generally taken as the basis in assessment of rate reasonableness by the purchase officer especially in cases of purchase without any last purchase rate.

(iv) Tender file should not be referred by stores officer to the executive for technical suitability unless there are deviations from tender description and for valid reasons.

(v) Similarly, tender file should not be referred by stores officer to the executive for certification of rate reasonableness when the offers received are prima facie found reasonable compared to the estimated rate. However, tender files may be referred to executive for certification of rate reasonableness, if there are valid reasons, despite the rates obtained being substantially lower than estimated rate.

(vi) All the extant guidelines / instructions with regard to local purchase shall be strictly adhered to.

This should be implemented with immediate effect.

This has the concurrence of finance and approval of competent authority.


(A. PRADEEP)
Dy. CMM / GP&S
for Controller of Stores

Copy to:-PS to COS for kind information of COS.
✓ Copy to SDGM for kind information.
CMM/G, CMM/M, CMM/E&S for kind information
Dy. CVO/Stores/SC, Sr. MPS/SC
All Purchase Officers, Depot & Divl. Officers
Dy. CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr. SM/EDP/SC
FA&CAO/W&S/SC, Sr. AFA/SF/SC
All Section Heads of Hd. Qrs. Office.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date :06/05/2013

No.S.289.Scrap Policy/2013-14

OFFICE PROCEDURE ORDER No. 03/2013

(03/2013)

Sub : Review of the policy and procedure for scrap disposal on
Indian Railways - Amendment to JPO.

Ref : Railway Board letter no.2007/RS(S)/709/12 dated 22.4.2013.

Please find enclosed herewith copy of Board's letter wherein it has been indicated that the instructions contained in the recommendation No.7 in terms of value of lots has to be modified as under.

"7.1 Size of Lots:- "The size of the lots in terms of money value should range between Rs. 10.0 lakhs to Rs.25.0 lakhs and in no case the size and value of the lots should exceed 500 MT and Rs.2.0 Crores. At times, on demand from the purchasers, the auction supervising officer clubs a few lots for sale. In such cases, the total value of the clubbed lots also should generally not exceed Rs. 2.0 crores".

Copy of the letter is enclosed herewith for reference.

This is issued with the approval of Competent Authority.

Encl : As above.


(A. PRADEEP)
DY.CMM/GP&Sales
for Controller of Stores

Copy to :

PS TO COS:- for kind information of COS

CMM/M, CMM/G & CMM/E for kind information.

FA&CAO/SC, FA&CAO/G, FA&CAO/S&W for kind information, please.

All Purchase Officers, SMM/Sales, Secy. to COS

All Depot Officers, All Divisional Officers.

Dy.CVO/S/SC, Dy.CMM/Con./SC,

CMM/91
 26/04/13
 28/4/13
 22/4
 509
 RBS No. 4/2013
 GOVERNMENT OF INDIA (BHARAT SARKAR)
 MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
 RAILWAY BOARD
 Office of the Controller of Stores
 26 APR 2013
 No. 2007/RS(S)/709/12

General Manager,
 All Indian Railways and Production Units.

New Delhi dated: 22.04.2013.

Sub : Review of the policy and procedure for scrap disposal on
 Indian Railways.

Kindly refer Board's letter No. 2007/RS(S)/709/12 dated 19.10.2007
 circulating Board's instructions contained in the recommendation No. 7 where
 modified value of lots has been advised. Subsequently some of the Railways
 have requested for increase in the value of lot as prices of scrap have increased
 since 2007. The issue has since been discussed during COSs conference held
 in Board's office on 27th & 28th June'2012.

Board have since reconsidered the matter and decided that the
 instructions contained in the recommendation No. 7 in terms of value of lots to
 be modified as under:-

7.1 Size of Lots :- "The size of the lots in terms of money value should
 range between Rs. 10.0 lakhs to Rs. 25.0 lakhs and in no case the size and
 value of the lots should exceed 500 MT and Rs. 2.0 crores. At times, on
 demand from the purchasers, the auction supervising officer clubs a few lots
 for sale. In such cases, the total value of the clubbed lots also should generally
 not exceed Rs. 2.0 crores".

This issues with the concurrence of Finance Directorate of this Ministry.

(A.V.K.M. RAO)
 Dy. Director, Railway Stores (S)II
 Railway Board.

Contd.....2/-

द.म. रेलवे / S.C. Railway
 रेलवे बोर्ड डाक
 RAILWAY BOARD DAK
 दिनांक 25 APR 2013
 Date:
 महा प्रबंधक का कार्यालय
 Office of the General Manager
 45

SOUTH CENTRAL RAILWAY

Head quarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad – 71.
Dt.05.07.2013.

No.S.320.IC.ANE.

OFFICE PROCEDURE ORDER NO:04/2013

Sub: Submission of Shortfall ANE by Depots.

It has since been decided with approval of COS that the following procedure will be followed by Depot officers while submitting the shortfall ANE's.

1) The Depot Officers can submit the shortfall ANE's without local accounts vetting, as long as approved AAC/EAC is not changed/modified.

2) However, the vetted shortfall ANE needs to be submitted if the AAC/EAC is revised by the Purchase Officers before the tender process due to any of the following reasons:

- i. Based on recommendations of the three member Tender Committee.
- ii. Railway Board target (in POH out turn changes).
- iii. Change in consumption pattern.

3) In above cases, the quantity of shortfall needs to be vetted by local Accounts and revised AAC/EAC be adopted for subsequent ANE calendar duly approved by competent authority.



(D.C.Venkaiah)
Dy.CMM/IC
for Controller of Stores

C/- PS to COS for kind information of COS
CMM/G, CMM/E & CMM/M
All Purchase Officers, Depot & Divl.Officers.
Sr.MPS/SC, Dy.CVO/Stores/SC,
Dy.CMM/C at CAOR/O/SC,
Principal/STC/SC, Sr.SM/EDP/SC,
FA&CAO/S&W/SC, FA&CAO/SC, Sr.AFA/SF/SC, Dy.FA&CAO/S&W
WAO/RYPs, WAO/TPTY & WAO/LGD
All Section Heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.22.07.2013

No..S.225. MISC.2013

OFFICE PROCEDURE ORDER No. 06/2013

Sub:- Control over access to Office Premises during Holidays.
Ref:- SDGM's .Lr.No.G.157/Misc./RN Maint./Vol.III dt.15.07.2013.

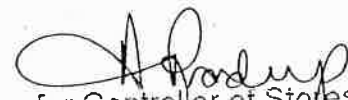
The following procedure is to be followed for access for the Office during non-working hours / days.

- a) Officers' room will be opened on Saturdays.
- b) During Parliament Session, the nominated officers and staff will attend office on Saturdays/holidays.
- c) However, sections will be opened and staff allowed for working on Saturdays/holidays with the specific approval of the Dy.CMMs concerned. Name and designation of the staff working on Saturdays/holidays, should be got approved by the respective Dy.CMMs and the same should be intimated to Secy to COS well in advance.
- d) Without prior intimation and approval of Dy.CMMs, no sections will be opened on Saturdays/holidays.

This issues with Approval of the Competent Authority.


A. PRADEEP
DYCMM/GP&S
for Controller of Stores

Copy to:- PS to COS for kind information of COS
CMM/G, CMM/M, CMM/E&S
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs


for Controller of Stores

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.29.07.13

No.S.232.Tender & Pur. Procedure.

OFFICE PROCEDURE ORDER No. 07 /2013

Sub: A, B, C Categorization of Stores (based on percentage of Total Consumption).

In partial modification of the existing instructions on the subject a review has been made on the A, B, C Categorization of Stores.

After review of the list of items as per the value of consumption during 2012-2013, A, B, C categories, have been revised as under:

<u>CATEGORY</u>	<u>Annual Consumption Value</u>
'A'	Above Rs.40 lakhs.
'B'	Above Rs.5.75 lakhs & upto Rs.40 lakhs.
'C1'	Above Rs.25000/- & upto Rs.5.75 lakhs.
'C2'	Upto Rs.25,000/-

The categorization is based on consumption for the entire Railway and will be uniform for the Railway irrespective of their value of consumption in individual depot.

EDP Centre will give list of A, B, C1 and C2 items of all depots to the Headquarters based on the limits given above & the same will be circulated to all the depots. A consolidated copy of PL wise A, B, C1 and C2 items will also be given for use of Purchase Officers.

The Purchase Officers are requested to note the above change for periodical review of the items at Headquarters level.

This should be implemented with immediate effect.

This has the approval of competent authority.


(A. PRADEEP)
DYCMM/GP&S
for Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G,CMM/M,CMM/E&S
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt.07.08.13

No.S.314.2P.VOL.VI.

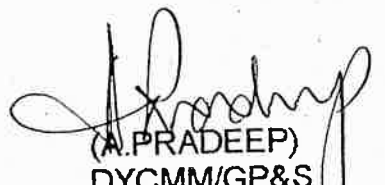
OFFICE PROCEDURE ORDER No. 08 /2013

Sub:- Additions / Corrections to existing tender conditions for E-Tendering
& Additions to Tender Booklet for manual tender conditions.

In partial modification of the existing instructions on the above subject, a review has been made on the Instructions to e-tenderers and General Tender Conditions in South Central Railway Stores Tenders and the additions / corrections have been duly uploaded in the system.

The Purchase Officers / staff are requested to note the above change and this should be implemented with immediate effect.

This has the approval of competent authority.


(A.PRADEEP)
DYCMM/GP&S
for Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G,CMM/M,CMM/E&S
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hqrs

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-500071
Dt 13.09.2013

S/289/Scrap Policy /13-14

PROCEDURE ORDER NO.09/2013

Sub: Stock on hand of Scrap item on Survey Sheet regarding—reg.

* * *

It is advised that stock on hand of scrap item in Scrap depots should also be indicated in draft survey sheet put to survey Committee for carrying out survey of the item for further disposal & the same should also figure in the survey sheets sent to Head Quarters for approval.

The above compliance should invariably be adhered to.


(A.PRADEEP)
DY.CMM/GP&S
For Controller of Stores

COPY TO :

1. PS TO COS for kind information of COS.
2. CMM/G, CMM/E, CMM/M for kind information
3. PCE, CEE, CSTE, FA&CAO/SC, COM, CCM, CMD, CSE, CPO for kind information.
4. FA&CAO/S&W/SC for kind information
5. DY.CVO for kind information
6. DY.CMM/M&E/LGD, DY.CMM/M&G/RYPs and DY.CMM/CRS/TPTY
7. SMM/SD/RYPs, SMM/SD/LGD and SMM/SD/TPTY
8. Sr.DFM/SC, HYB, NED, GTI, GNT AND GTL.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad - 71.
Dt.23.09.13.

No.S.296.Policy.Stock/Non-Stock.

OFFICE PROCEDURE ORDER No. 10/2013

Sub: Revision of AAC value and No. of issues for stocking of an item by the Depots.

Ref: This office letter of even No. dt.29.03.2000

The value limit for stocking of an item in a Depot is enhanced from Rs.20,000/- to Rs.50,000/- with minimum AAC quantity of 6 Nos.

In view of the enhancement of local purchase powers, it is proposed to revise the value limit of an item for stocking in a depot should be more than Rs.50,000/- with minimum quantity of AAC of 6 Nos. The depot officer can make purchase item through local purchase up to 50,000/- against NS demand and provide to the indenter.

This should be implemented with immediate effect.

This is issued with the approval of competent authority.


(A. PRADEEP)
Dy.CMM/GP&S
For Controller of Stores

Copy to :- PS to COS for kind information of COS
CMM/G, CMM/E, CMM/M for kind information.
Sr.MPS/SC, Dy.CVO/Stores/SC
ALL Purchase Officers, Depot & Divl. Officers
Principal STC/SC, Sr.SM/EDP/SC
FA&CAO/S&W/SC, Sr.AFA/SF/SC
All Section Heads at Hqrs.

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

प्रधान कार्यालय / Headquarters office
रेल निलयम / Rail Nilayam
भंडार शाखा / Stores Branch
सिकंदराबाद / Secunderabad

सं .No.S.232.Tender & Purchase Procedures दिनांक / Date:- 26.09.2013

OFFICE PROCEDURE ORDER NO. 11 /2013

Sub:- Consideration of offers as per Tender Conditions.

While considering the offers in a tender, the following should be followed:

- (i) The offers should be considered only as per the tender conditions including Inspection Clause. Wherever any deviations are to be accepted, it has to be ensured that approval of competent authority is obtained as per extant instructions.
- (ii) In the Purchase Order, only one Inspection Agency should be specified.

This has the approval of competent authority (COS).


(A. PRADEEP)
Dy.CMM/GP & Sales
For Controller of Stores

Copy to:-

PS to COS for kind information of COS.

CMM/G, CMM/E, CMM/M for kind information.

FA&CAO/SC, FA&CAO/G/SC, FA&CAO/S&W/SC for kind information.

Dy.CVO/S/SC

All Purchase Officers, SMM/Sales, Secy. to COS.

All Depot Officers, All Divisional Stores Officers, Dy.CMM/Con./SC

OS/4
on Po. file
7/11/13

Dy.CMM/CP&S

SOUTH CENTRAL RAILWAY

प्रधान कार्यालय / Headquarters office
रेल निलयम् / Rail Nilayam
भंडार शाखा / Stores Branch
सिकंदराबाद / Secunderabad

सं .No.S.320.RVSE Auction/13

दिनांक / Date:- 06.11.2013

OFFICE PROCEDURE ORDER NO. 12 /2013

Sub:- Procurement through Reverse Auction.

As the progress of procurement of materials through Reverse Auction is being monitored at Railway Board's level, all Dy.CMMs are advised to issue atleast two tenders every month for procurement through Reverse Auction. As the process of Reverse Auction involves 2-stage tendering process, the tenders through Reverse Auction should be floated initially for items falling under LT/BT, preferably for items having approved vendor list like RDSO/CLW/ICF/DLW etc. The time gap between tender opening and financial bid opening should be kept to 10 days as per the JPO No. 01/2013 dated 01.03.2013.

This is issued with the approval of competent authority.


(P.K. Sangewar)
CMM/G

For Controller of Stores

Copy to:-

PS to COS for kind information of COS
CMM/G, CMM/E, CMM/M for kind information.
All Headquarters Stores Officers, Depot & Divisional Stores Officers,
Sr.MPS/SC, Dy.CVO/Stores/SC
Principal, STC/SC, Sr.SM/EDP/SC
FA& CAO/S&W/SC, Sr.AFA/SF/SC
All Section Incharges at Headquarters

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2014

OFFICE PROCEDURE ORDERS - YEAR 2014

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02	02/2014 Dt.28.02.14	Amendment to Para 7 and Para 8.6 of Reverse Auction Joint Procedure order No.01/2013 dt 01.03.13.	59
03	03/2014 Dt.05.03.14	Updation of EAC and dues in Advance Intimation Sheet for 'A' Cat. Items.	60
04	04/2014 Dt.02.04.14	Inspection of material by RITES procured under DGS&D Rate Contract.	61 - 62
05	05/2014 Dt.23.05.14	Incorporation of details of status of approval of firms and type of order (regular/developmental) in ledger card (top card).	63
06	06/2014 Dt.03.07.14	Delay in settlement of tenders due to Bank Guarantees.	64
07	07/2014 Dt.03.07.14	30% qty.Option Clause in Stores Contract – Safety Items.	65
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SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
DL09.01.14

No.S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER No. 01/2014

Sub:- System Improvement regarding release of EMD/SD and uploading of the status of bill payment.

Ref:- Dy.CVO/S/SC's letter No.G.265/Dy.CVO/S/Misc./2013 dt. 30.9.13.

In order to streamline the release of EMD/SD the following procedure is to be adopted.

(1) Return of EMD : EMDs should be returned within 7 days of finalization of tender duly observing all formalities.

(2) Release of SD :

2.1 "For Stock Items"

Release of SD requires "No Claims Certificate" from the depots. This consumes lot of time when multi consignees/multi depots are involved. In order to streamline and expedite release of SD, the following procedure to be adopted.

(i) In the Purchase Order format one additional field to be provided in MMIS with regard to SD " as under. Whether SD to be collected or not"

☐ YES / ☐ NO

and the appropriate button has to be clicked. If it is "YES" the following text should appear which has to be filled by the section staff.

An amount of Rs. _____ is collected as SD vide _____ dated _____

(ii) Release of R.Note: Wherever Security Deposits are involved, the following text in the Receipt Note format is to be provided in MMIS as under.

"Is it a final R.Note"

☐ YES / ☐ NO

If it is "Yes" then the following text should appear

Whether any claim is pending against the firm

☐ YES / ☐ NO

Indian Railway

PTO

If "NO" the following text should appear in the Receipt Note.

No Claim is pending against the firm

If "YES", the following text should appear in the Receipt Note.

A Claim of Rs. _____ is pending against the firm

Based on the above certification SD can be released / Otherwise by Purchase Office.

TIME FRAME ONE MONTH.

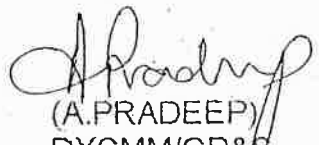
2.2 For Non Stock Items

In respect of Non stock items, after the final bill is passed by finance, the supplier has to submit

- (i) "Certified Challan along with No Claim Certificate for release of SD."
- (ii) RITES Inspection certificate wherever applicable

TIME PERIOD FOR RETURN - ONE MONTH FROM THE DATE OF RECEIPT OF LETTER.

This is issued with the approval of the competent authority.


(A.PRADEEP)
DYCMM/GP&S
for Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G,CMM/M,CMM/E&S
Dy.CMM/IC to incorporate the necessary modification in MIMIS.
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAO/W&S/SC, Sr.AFA/SF/SC
All section Heads at Hq's

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad – 500 071.
Dt.28.02.14.

No. S.320.Rvse.Auction

OFFICE PROCEDURE ORDER NO: 02/2014

Sub:- Amendment to Para.7 and Para.8.6 of Reverse Auction
Joint Procedure order No.01/2013 dt.01.03.13.

Further to this office Joint Procedure Order cited above, issued on Reverse Auction the Para 7 and 8.7 has been amended as below.

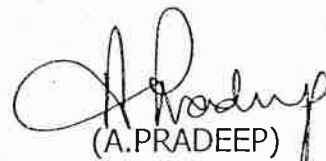
I. Para 7 may be read as:

"Date and Time for the start and close of Reverse Auction will be fixed by the Purchase Officer / Convener of the Tender Committee. On S.C.Rly. the starting time of the Reverse Auction will be from the time of uploading of the Tender for Reverse Auction and Closing time shall be 14.00 hrs. of the date of closing of Reverse Auction"

II. Para 8.7 may be read as:

"Date and Time for the start and close of Reverse Auction will be fixed by the Purchase Officer / Convener of the Tender Committee and the same will be communicated to the bidder through e-mail / SMS. On S.C.Rly. the starting time of the Reverse Auction will be from the time of uploading of the Tender for Reverse Auction and closing time shall be 14.00 hrs. of the date of closing of Reverse Auction."

This is issued with the approval of COS/SC.



(A.PRADEEP)
Dy. Chief Material Manager/GP&S
For Controller of Stores

C/: PS to COS for kind inf. of COS

: CMM/G, CMM/E, CMM/M

: FA&CAO/SC, FA&CAO/S&W, Dy. FA&CAO/S&W, Sr.AFA, Sr. AFA/M&P

: Dy.CVO/Stores

: Sr.DMM/Divn./SC, BZA, HYB, GNT, GTL, NED

: All Purchase Officers & Depot Officers.

: All purchase Section incharges

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad – 500 071.
Dt.05.03.14

No.S.320.MMIS.Computers.

PROCEDURE ORDER NO: 03/2014

Sub: Updation of EAC and Dues in Advance Intimation Sheet for 'A' Cat. items.

The Advance Intimation Sheets for 'A' Category items received from the Depots are sent to the Purchase Sections for confirmation of EAC, with a request to return the same to MMIS Cell for updating before generating ANE through MMIS.

As there is delay in returning the copy of the corrected Advance Intimation Sheet to MMIS cell, the updating of EAC, Dues etc., could not be done and the ANE is generated with old EAC, though there is revision of EAC in some of the cases.

To avoid delay in updation of EAC, Dues etc., the following instructions are issued:

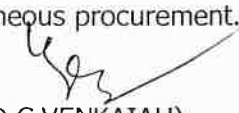
- Advance Intimation Sheet for 'A' Category items should be generated in four copies w.e.f. 01.03.14 instead of three copies as is being done presently and to be sent to the Depots concerned in triplicate with a request that the Depots concerned shall furnish the details of EAC etc., with justification/remarks wherever necessary duly updating the Stock and Dues and should be sent to MMIS Cell in duplicate.
- On receipt of the Advance Intimation Sheet from the Depot, the Computer Cell staff should retain one copy in the Computer Cell to update the Stock and Dues etc., and send one copy to Purchase Section for confirmation of EAC.
- Purchase officer should advise the revision of EAC in the following format to the Computer Cell to update the EAC and generate ANE and also to the Depots to update their records.

Sl. No.	Depot	P.L.No.	Description	EAC proposed by Depot	EAC approved by Hqrs.

- The ANE thus generated may be sent to the Purchase Section for initiating further Procurement action.
- The MMIS Cell will put up weekly position regarding the progress of updation of EACs.

This issues with the approval of Competent authority.

The instructions given above should be followed strictly to avoid erroneous procurement.


(D.C.VENKAIAH)
Dy.Chief Material manager/IC
For Controller of Stores

C/: PS to COS for kind inf. of COS
: CMM/G, CMM/E, CMM/M
: Dy.CVO/Stores
: Sr.DMM/Divn./SC, BZA, HYB, GNT, GTL, NED
: All Purchase Officers & Depot Officers.
: All purchase Section incharges

SOUTH CENTRAL RAILWAY

प्रधान कार्यालय / Headquarters office
रेल निलयम् / Rail Nilayam
भंडार शाखा / Stores Branch
सिकंदराबाद / Secunderabad

सं. No. S.232.Tender & Pur.Procedure

दिनांक / Date: - 02.04.2014

OFFICE PROCEDURE ORDER NO.04/2014

Sub:- Inspection of material by RITES procured under DGS&D Rate Contract.

Ref:-1. Dept. of Commerce (Supply Division)'s Correction Slip No.52
Dated 30.08.2013.

2. RITES Ltd's letter No.RITES/QA/BD/DGS&D dtd: 10.03.2014.

As per Correction Slip No.52 dated 30.08.2013 issued by Ministry of Commerce & Industry, Department of Commerce as circulated by RITES vide letter No.RITES/QS/BD/DGS&D dated 10.03.2014, the following modifications in DGS&D Manual will come into force with immediate effect with regard to Inspection Clause.

1. Para 14.3: Inspecting Officers:

For: Existing Entries in para 14.3.1, 14.3.2 and 14.3.3

Read: For all stores procured against DGS&D Rate Contract /adhoc Contract, the Inspection Officer would be:

(i) User Department / DDO / Consignee itself or any authority / agency appointed by them

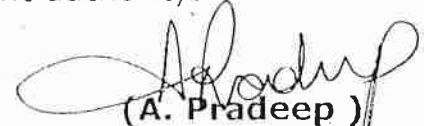
OR

(ii) Additional Director General (QA) in DGS&D (if desired by user department / DDO/Consignee)

2. In view of the above, it has been decided with the approval of competent authority that on South Central Railway, the Inspecting Agency against all Rate Contract supply orders will be RITES of the region wherever the above conditions are there in the R.Cs.

3. Accordingly, all Purchase Officers are advised to indicate inspecting authority as RITES of the region instead of DQA in such cases. While incorporating the inspection clause, the exact region of the RITES should invariably be indicated.

This issues with the approval of competent authority.


(A. Pradeep)
Dy.CMM/GP&S
For Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/G, CMM/E, CMM/M for kind information.
Dy.CMM/IC to incorporate necessary modification in MMIS.
All Headquarters Stores Officers, Depot & Divl. Officers.
Sr.MPS/SC, Dy.CVO/Stores/SC
Dy.CMM/C at CAO/C/O/SC, Principal, STC/SC, Sr.SM/EDP/SC
FA&CAO/S&W/SC, Sr.AFA/SF/SC
All Section Incharges at Headquarters.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71

No.S.232.Tender & Purchase Procedures

Dated: 23.05.2014

OFFICE PROCEDURE ORDER No.05/2014

Sub: Incorporation of details of status of approval of
firms and type of order (regular/developmental)
in ledger card (top card)

In order to connect the supplies made by the firms and to ascertain the approval status of the firm and type of order placed on them as to whether the order placed on them is developmental or regular order, now onwards, all depot officers will ensure that the following details are recorded invariably in the ledger card (top card) on receipt of the purchase order.

- (a) Name of the firm:
- (b) Approval status of the firm:
(Whether approved with RDSO/CME/ICF/CORE/DLW/CLW etc.)
- (c) Type of order – Regular/Developmental

All are instructed to ensure strict compliance of the above instructions.

This is issued with the approval of competent authority.


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71

No.S.232.Tender & Purchase Procedures

Dated: 03.07.2014

OFFICE PROCEDURE ORDER No.06/2014

Sub:- Delay in settlement of tenders due to Bank Guarantees.

In order to facilitate early settlement of tenders which are delayed on account of bank guarantees etc., it is decided to incorporate the following clause in the tender conditions to avoid delay on account of verification from bank/legal vetting etc.

Sl. No.	Existing Sl. No. of Tender Condition	Addition
1.	13.0 Earnest Money Deposit 14.0 Security Deposit	15.0(vi) If EMD/SD is submitted in the form of Bank Guarantees, the Bank Guarantee for EMD/SD should be submitted in the prescribed format. No other formats will be acceptable. If EMD/SD are submitted in any other format, the offers are likely to be rejected. The Bank Guarantees are to be sent directly by the bank to the Controller of Stores, Stores Department, 6th Floor Rail Nilayam, Secunderabad - 71 in bank's letter head only and no BG submitted by the firm will be entertained.
2.	26.0. Evaluation Criteria:	Addition to 2nd line of 26(ii) of tender conditions However, the same shall be availed while placing order(s)". 26.0 (v) Railways reserve the right to avail the benefit of financial discounts quoted by the firm irrespective of the quantity ordered on them.
3.	14.6 Security Deposit	14.6(ii) A percentage deduction, ordinarily 10% from periodic payments made on account of work done or supply made.

All are instructed to ensure strict compliance of the above instructions.

This is issued with the approval of competent authority


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71

No.S.232.Tender & Purchase Procedures

Dated: 03.07.2014

OFFICE PROCEDURE ORDER No.07/2014

Sub:- 30% qty.Option Clause in Stores Contract - Safety Items:

Ref:- 1. Rly.Bd.letter No.99/RS(G)/779/5 DT.12.03.10.

2. This Office Procedure Order No.02/2010 dt.10.05.10 issued under
Lr.No.S.232.Tender & Pur.Procedure dt.10.05.10.

3. Dy.CMM/C&W Note No.Dy.CMM/C&W/Misc./2014-15 dt.23.06.14.

Further, to this Office Procedure Order No.02/2010 dt.10.05.10, it has now been decided that +/- 30% Option Clause shall be incorporated in all tender cases above Rs.75 lakhs only. All other instructions contained therein stands good.

This issues with the approval of competent authority.


(A. PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.

CMM/M, CMM/E, CMM/G- for kind information.

All Purchase Officers, Secy. to COS.

All Depot Officers, All Divisional Stores Officers

Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC

FA&CAO/WST/SC, Sr.AFA/SF/SC

All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Office of
the Controller of Stores
6th Floor ,Rail Nilayam
Secunderabad-500071
Dt 23.07.2014

S/289/Scrap Policy/2014-15

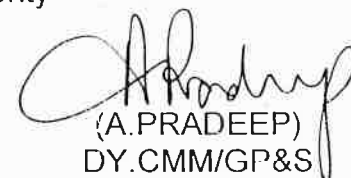
OFFICE PROCEDURE ORDER No: 08/2014

Sub: Policy and disposal procedure of electrical reclaimable items—reg
Ref: CESE/SC letter No.E.227/TL&AC/4/Policy Dt.17.7.14.(Enclosed)

Henceforth, SSE/TL of divisions will be made part of the witnessing official along with SSE/C&W and others from DS8 stage till delivery of condemned coaches .

This issues with the approval of competent authority

Encl: a/a


(A.PRADEEP)
DY.CMM/GP&S
For Controller of Stores

Copy to:

PS to COS for kind information of COS.
CME,CEE, CESE, CRSE for kind information.
CMM/M, CMM/E, CMM/G - for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers.
DY.CVO/Stores/SC, DY.CMM/C at CAOR/O/SC.
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA & CAO/S&W/SC, Dy.FA&CAO/S&W/SC, DY.FA&CAO/WS/LGD,
WAO/LGD, WAO/TPTY, Sr.AFS/SF/SC, Sr.AFA/SV- for information
Sr.DME/SC, HYB, GTL, GNT, NED & BZA-for information.
Sr.DEE/SC, HYB, GTL, GNT, NED & BZA –for information
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY



Headquarters Office,
Electrical Branch,
Rail Nilayam,
Secunderabad.

No.E.227/TL&AC/4/ Policy

Dated: 17-07-14

✓ COS/SC

(Kind attention of Dy. CMM(GP & S))

Sub: Policy and Procedure for efficient and speedy disposal of
Mechanical Scrap – reg.

Ref: Your office letter No. S.289/Scrap Policy/2014-15, dt. 19-6-14.

With reference to your letter cited above, SSE/TL/of Divisions may be made part of the witnessing official along with SSE/C&W and others, from DS8 stage till delivery of condemned coaches.

The current list of reclaimable Electrical items are as under.

TL Coaches

1. Alternator with regulator including tension rods complete
2. Battery sets
3. Carriage fans

AC Coaches

1. Alternator with regulators
2. Battery set
3. AC equipments complete
u/s or RMPU with CP
4. Battery charger
5. WRA's
6. Inverters
7. UF copper wires
8. Power panel

(Solan Gupta)

CESE

for Chief Electrical Engineer

Copy to: Sr.DEE/M/SC, HYB, BZA, GTL, GNT & NED – for necessary action.
Dy.CEE/S/LGD, DEE/CRS/TPTY – for necessary action.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71

No.S.236.Genl.

Dated: 28.07.2014

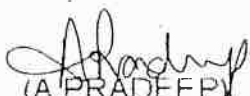
OFFICE PROCEDURE ORDER No.09/2014

Sub:- Dealing with NNR Items.

With regard to NNR Items, the following procedure to be adopted.

1. Whenever an item is declared as NNR, AAC should be immediately made as zero.
2. Procurement should be stopped whatever be the stage.
3. All the outstanding uncovered dues should be cancelled immediately at the first instance. Attempt should be made to avoid materialization of covered dues.
4. Whenever NNR Items are reviewed, criteria for recoupment for new items should be followed.

This issues with the approval of competent authority.


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controiler of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71

No.S.236.Genl.

Dated: 26.08.2014

OFFICE PROCEDURE ORDER No.10/2014

Sub:- Revision/Addition to Tender Conditions.

Ref:- Tender Conditions Meeting held with COS on 30.07.2014.

The following Revision / Additions to certain General Tender Conditions & Instructions to Tenderers for e-tenders to be adopted as follows with immediate effect.

Sl. No.	Item No. of Tender Condition	Brief Description	Existing	Proposed Revision/Addition
1.	13.2	Earnest Money Deposit for Open Tenders	Without example	Addition Example - If the vendor is registered with MSEs/in the approved list of RDSO/ PUs/ CORE/ Rlys. etc. for manufacture & supply of fasteners to Drg.No. upto a monetary limit of Rs.40 lakhs, EMD is exempted for Tenderer upto Rs.40 lakhs only.
2.	14.3.1 & 14.3.2	Security Deposit	Without example	Addition Example - If the vendor is registered with MSEs/in the approved list of RDSO/ PUs/ CORE/ Rlys. etc. for manufacture & supply of fasteners to Drg.No. upto a monetary limit of Rs.40 lakhs, SD is exempted upto Rs.40 lakhs only.
3.	18.0 (vi)	MSE Certificate, if Registered with MSEs		Addition: - For the Tendered item (s)
4.	19.2	Tenderers are required to quote in the same rate unit (i.e. Number, set etc) as given in the Tender schedule. Any deviation in this aspect will make the offer liable to be ignored.	DENIAL CLAUSE: Supplier will not be entitled to any benefit of statutory variations in ED & taxes announced after expiry of the original Delivery Period as per Purchase Order.	Addition:- DENIAL CLAUSE: Supplier will not be entitled to any benefit of upward statutory variations in ED & taxes announced after expiry of the original Delivery Period as per Purchase Order.

Contd...P/2

5.	2.2.1.3 of GTC	Criteria for splitting of Tender Quantity	If splitting of quantity is required to be done by ordering on tenderers higher than the L-2 tenderer, then the quantity distribution proportion amongst the tenderers will be decided by transparent/logical/equity based extrapolation of the model as indicated in above Para.	<p>Addition:-</p> <p>1. The rate of the highest eligible tenderer within the zone of consideration has to be, per-se, reasonable to the Purchaser.</p> <p>2. In the cases of inadequate capacity-cum-capability, dissatisfactory past performance, large quantity of outstanding orders (liquidation of which will take very long time) etc., the Purchaser shall have the right to distribute the procurable quantity amongst tenderers with due consideration to these constraints and in such a manner as would ensure timely supply of materials in requisite quantity to meet the needs of operation, maintenance, safety etc. of the Railways, regardless of inter-se ranking of the tenderers and in a fair and transparent manner with due conformity to the Principle of natural Justice and Equity.</p> <p>3. Counter offer to L-1, in order to arrive at an acceptable price, shall amount to negotiation. However, any counter-offer thereafter to L-2, L-3, etc. (at the rates accepted by L-1) in case of splitting of quantities, as pre-disclosed in the tender, shall not be deemed to be a negotiation. However, in the cases where the rate of highest tenderer within the zone of consideration, per-se, is reasonable, and a counter offer is made only to economise the purchase, then the same may be done simultaneously to all the tenderers within the zone of consideration.</p>
6.	Addition		--	<p>Addition: - Items where there is no approved source in Part - 1 list and approved sources exist in Part-II list only, there is no alternative but to consider such Part-II firms for placement of bulk quantity orders as well without any quantity restrictions, otherwise applicable to Part-II firms.</p>

7.	4.2 of GTC	Time Preference Clause	It should be noted that if a contract is placed on a higher tenderer as a result of invitation of tender, in preference to a lower acceptable offer, in consideration of offer of earlier delivery, the contractor will be liable to pay the Government the difference between the contract rate and that of the lowest acceptable tenders on the basis of final price F.O.R. destination including all elements of freight, Sales Tax, Local Taxes, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in tender and incorporated in the contract. This is in addition and without prejudice to other rights under the terms of contract.	Addition- It should be noted that if a contract is placed on a higher tenderer as a result of invitation of tender, in preference to a lower acceptable offer, in consideration of offer of earlier delivery, the contractor will be liable to pay the Government the difference between the contract rate and that of the lowest acceptable tenders on the basis of final price F.O.R. destination including all elements of freight, Sales Tax, Local Taxes, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in tender and incorporated in the contract. This is in addition and without prejudice to other rights of the Purchaser (Railways) under the terms of contract.
8.	6.4 of GTC	Payment Terms	However, in this connection it is to be made clear that for orders valuing upto Rs.5 lakhs, no advance payment will be made and only 100% payment will be made against receipt and acceptance of the material by the consignee i.e. against Receipt Note.	Addition:- However, in this connection it is to be made clear that for orders valuing upto Rs.10 lakhs , no advance payment will be made and only 100% payment will be made against receipt and acceptance of the material by the consignee i.e. against Receipt Note.

Contd...P/4

9	8.d	Terms of Delivery	<p>The firms who offer to dispatch the Stores by Road on FOR Station of Despatch basis, but freight prepaid up to the Destination may seek reimbursement of such freight charges. Such reimbursement shall be made at actual and against documentary evidence within the upper ceiling of Freight charges as indicated by them or rail freight by Passenger Train which ever is lower. However for evaluation of Offers, it is the quoted Freight which will be considered</p>	<p>Revision: - The firms who offer to dispatch the Stores by Road on FOR Station of Despatch basis, but freight prepaid up to the Destination may seek reimbursement of such freight charges. Such reimbursement shall be made at actual and against documentary evidence within the upper ceiling of Freight charges as indicated by them . For evaluation of Offers, it is the quoted Freight which will be considered</p>
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This issues with the approval of COS.


 (A.PRADEEP)
 Dy.CMM/GP&Sales
 for Controller of Stores

Copy to :

PS to COS for kind information of COS.
 CMM/M, CMM/E, CMM/G- for kind information.
 All Purchase Officers, Secy. to COS.
 All Depot Officers, All Divisional Stores Officers
 Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
 Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
 FA&CAO/WST/SC, Sr.AFA/SF/SC
 All Section heads at Hqrs.

OS/E - Procurement for immediate compliance.

SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71
Dt. 05.09.2014.

NO.S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO.11/2014

Sub:- Exercising of +/- 30% Option Clause

Further to this Office Procedure Order No.07/2014 dt.03.07.2014, it has now been decided to adopt the following format for the proposal of exercising +/- 30% Option Clause.

(i)

Tender Case No.	Due Date

(ii)

PL No.	Brief Description

(iii) Details of POs in which option clause is available :

S.No	PO No.& date	Name of the firm	All incl. rate (AIR)	Part I, Part II Other creden-tials	Total Qty. availa ble.	Total Supply made till date of propos al	Qty. availa ble in Option Clau- se	Termi nal DP	Perform ance of the firm against pending Pos	Plac e of deliv ery	Extn. of DD if any	Folio No.
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
5												

(iv) (a) Details of Stock Demand available :

S.No.	Depot/Custodian	Demand No. & Date	Qty.	Folio No.
1				
2				
3				
Total				

(b) Non Stock Demand available (duly vetted with funds certification).

S.No.	Depot/Custodian	Demand No. & Date	Qty.	Folio No.
1				
2				
3				
Total				

(v) Rates obtained in the present tender batch / against the latest tender:

S. No.	Tender No.	Opened on	AIR from the lowest technically suitable offer / Part-I / Part-II (as applicable)	Folio No. of tabulation statement of present tender batch
1				
2				
3				

(vi) Other Rates known (if any)

S. No.	Tender No.	Opened on	AIR from the lowest technically suitable offer / Part-I / Part-II (as applicable)	Folio No. of tabulation statement of present tender batch
1				
2				
3				

(vii) Level of Tender Accepting Authority in Tender Cases against which option clause is proposed to be operated:- _____

(a) Qty. proposed to be operated through option clause _____ (F/).

(b) Reasons for operation of option clause _____ (F/).

(c) Copy of TCM if any _____ F/ _____ to _____.

(d) Original Order Value (F/).

(e) Revised order value including qty. being availed through option clause Rs. _____.

(f) Level of the Revised Accepting Authority _____.

** If the case is to be put up to CMM level it has to be routed through Ch.OS, SMM, Dy.CMM.

*** If the case is to be put up to COS level it has to be routed through Ch.OS, Dy.CMM & CMM.

Copy of Tender Committee Proceedings if any for Tender No. _____ opened on _____, F/ _____ to F/ _____.

This issues with the approval of competent authority.


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.

CMM/M, CMM/E, CMM/G- for kind information.

All Purchase Officers, Secy. to COS.

Dy.CMM/IC to incorporate the above format in MMIS please.

All Depot Officers, All Divisional Stores Officers

Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC

FA&CAO/WST/SC, Sr.AFA/SF/SC

All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.232.Tender & Purchase Procedure

Dt.02.12.2014.

OFFICE PROCEDURE ORDER NO.12/2014

Sub:- Preference to Domestically Manufactured Electronic Products in Procurement.

- Ref:- 1. Rly Bd.'s Lr.No.2011/RS(G)/779/9 dt.04.07.2014.
2. Rly.Bd.'s Lr.No.2011/RS(G)/779/9 dt.19.08.2014.
3. Rly.Bd's Lr.No.2011/RS(G)/779/9 dt.19.08.2014 (Template)

1.0 Railway Board vide letter No. 2011/RS(G)/779/9 dated.19.08.2014 has issued guidelines regarding preference to Domestically Manufactured Electronic Products in Procurement .

2.0 All are hereby advised to follow the notifications of generic electronic products as revised by Department of Electronics & Information Technology and Ministry of Communication and IT regarding generic electronic products (Desktop PCs & Dot Matrix Printers, Laptop PC, Tablet PC, Smart Card and LED products) as detailed in Annexure-III, IV, V, VI & VII of the Railway Board's letter No. 2011/RS(G)/779 9 dated .04.07.2014 (Par-4) duly revised vide Railway Board's letter No 2011/RS(G)/779/9 dated.19.08.2014.

3.0 Railway Board vide letter No. No:2011/RS(G)/779/9 dated.19.08.2014 has also circulated template for inclusion of policy provision regarding preference to Domestically Manufactured Electronic Products in Government procurement by ministries / departments. The conditions indicated in the aforesaid template are to be suitably adopted as tender condition in case of direct procurement of domestically manufactured electronic products i.e. (Desktop PCs & Dot Matrix Printers, Laptop PC, Tablet PC, Smart Card and LED products).

4.0 As per Railway Board's letter No. 2011/RS(G)/779/9 dated.04.07.2014, Ministry of Railways after examination has not notified any railway specific products for providing preference to domestically manufactured electronic products in procurement. Any Railway specific product, if considered suitable for notification under the policy shall be informed subsequently by Railway Board.

5.0 The definition and criteria for Domestically Manufactured Electronic Products in Procurement / BOM etc. has to be dealt as per letters mentioned above.

All are hereby advised to follow the above instructions scrupulously. This issues with the approval of competent authority.

Encl:- a.a


(A. PRADEEP)
Dy. CMM/GP&Sales
for Controller of Stores

Copy to:

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
Dy.CMM/C to incorporate the above OPO in MMIS please.
All Depot Officers, All Divisional Stores Officers
Dy. CVO/Stores/SC, Dy CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2011/RS(G)/779/9

New Delhi, dated: 19.8.2014

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
All MD/CAO of Railway PSUs, autonomous units

Sub: Preference to Domestically Manufactured Electronic Products in procurement.

Ref: Board's letter No. 2011/RS(G)/779/9 dated 4.7.2014

Notifications of generic electronic products (Desktop PCs & Dot Matrix Printers, Laptop PC, Tablet PC, Smart Card and LED Products) annexed as Annexure-III, IV, V, VI & VII of above referred Board's letter dt. 4.7.2014 (Para 4) have been revised by Department of Electronics & Information Technology, Ministry of Communication and IT as under:

S. No.	Notifying Ministry/Department	Revised Notification No. & date	Product name	Annex. placed at
2.	Department of Electronics and Information Technologies, Ministry of Communication and IT	F.No.33(3)/2013-IPHW dt. 22.5.2014	Desktop PCs & Dot Matrix Printers	III
3.	Department of Electronics and Information Technologies, Ministry of Communication and IT	F.No.33(3)/2013-IPHW dt. 22.5.2014	Laptop PC	IV
4.	Department of Electronics and Information Technologies, Ministry of Communication and IT	F.No.33(3)/2013-IPHW dt. 22.5.2014	Tablet PC	V
5.	Department of Electronics and Information Technologies, Ministry of Communication and IT	F.No.33(3)/2013-IPHW dt. 22.5.2014	Smart Card	VI
6.	Department of Electronics and Information Technologies, Ministry of Communication and IT	F.No.33(3)/2013-IPHW dt. 22.5.2014	LED Products	VII

Accordingly, Annexure - III, IV, V, VI & VII of the above referred letter dated 4.7.2014 may be replaced with the revised Notifications enclosed at the corresponding annexure.

Please acknowledge receipt.

DA : As above

Santosh Mittal
(Santosh Mittal)
Dy. Director Railway Stores (G)/
Railway Board

104

No. 2011/RS(G)/779/9

New Delhi, dated : 19.8.2014

1. FA&CAOs, All Indian Railways & Production Units
2. PCEs, All Indian Railways & PUs, WPO/Patna, RCF/RBL, COFMOW, DMW
3. The ADAL(Railways), New Delhi (with 10 spares copies)
4. The Director of Audit, All Indian Railways
5. COSs, CMEs, CEEs, CSTEs, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
6. The Directors—
 - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c. Indian Railway Institute of Elect. Engg., Nasik
 - d. Sr. Prof. (Material Management), NAIR, Vadodara
 - e. Indian Railway Institute of Civil Engg., Pune
 - f. Indian Railway Institute of Traffic Management, Lucknow
7. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata
8. Executive Director (Stores), RDSO, Lucknow
9. Chief Commissioner, Railway Safety, Lucknow
10. Zonal Railway Training Institute, Sukadia Circle, Udaipur

Santosh Mittal
(Santosh Mittal)
Dy. Director Railway Stores (G)
Railway Board

No. 2011/RS(G)/779/9

New Delhi, dated: 19.8.2014

Copy to :

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Santosh Mittal
(Santosh Mittal)
Dy. Director Railway Stores (G)
Railway Board

Copy to:- Sr. PPSs / PPS / PS to :

1. MR, MOS(R)
2. CRB, FC, ME, ML, MM, MS, MT, SECY., DG (RHS), DG (RPF)
3. All AMs, Advisors & Executive Directors of Railway Board

आर.वी.एस.सं. 7/2014

भारत सरकार
रेल मंत्रालय
(रेलवे बोर्ड)

सं. 2011/आरएस(जी)/779/9

नई दिल्ली, दिनांक: 19.08.2014

महाप्रबंधक, सभी भारतीय रेलें/उत्पदान इकाइयां, पूर्वोत्तर सीमा रेलवे (निर्माण), कोर
महानिदेशक/अ.अ.मा.सं., लखनऊ एवं एनएआईआर/वडोदरा
मुख्य प्रशासनिक अधिकारी, डीएमडब्ल्यू/पटियाला, डब्ल्यूपीओ/पटना, कॉफमो/नई दिल्ली, आरसीएफ/रायबरेली/नई
दिल्ली
प्रबंध निदेशक/मुख्य प्रशासनिक अधिकारी, रेलवे के सभी सार्वजनिक क्षेत्र के उमक्रम, स्वायत्त इकाइयां

विषय: देश में निर्मित इलेक्ट्रॉनिक उत्पादों की खरीद को वरीयता देना।

संदर्भ: बोर्ड का दिनांक 4.7.2014 के पत्र सं. 2011/आरएस(जी)/779/9

बोर्ड के दिनांक 4.7.2014 के उपर्युक्त संदर्भाधीन पत्र (पैरा 4) के अनुलग्नक-III, IV, V, VI एवं VII के रूप में संलग्न जनरेरिक इलेक्ट्रॉनिक उत्पादों (डैस्कटॉप पीसी एवं डॉट मैट्रिक्स प्रिंटर, लैपटॉप पीसी, टैबलेट पीसी, स्मार्ट कार्ड तथा एलईडी उत्पादों) की अधिसूचनाओं में इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय द्वारा निम्नानुसार संशोधन किया गया है:

क्रम सं.	अधिसूचना जारी करने वाला मंत्रालय/विभाग	संशोधित अधिसूचना सं. एवं तारीख	उत्पाद का नाम	अनुलग्नक निम्न पर दिया गया है
2.	इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय	दिनांक 22.05.2014 की फाइल सं. 33(3)/2013-आईपीएचडब्ल्यू	डैस्कटॉप पीसी एवं डॉट मैट्रिक्स प्रिंटर	III
3.	इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय	दिनांक 22.05.2014 की फाइल सं. 33(3)/2013-आईपीएचडब्ल्यू	लैपटॉप पीसी	IV
4.	इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय	दिनांक 22.05.2014 की फाइल सं. 33(3)/2013-आईपीएचडब्ल्यू	टैबलेट पीसी	V
5.	इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय	दिनांक 22.05.2014 की फाइल सं. 33(3)/2013-आईपीएचडब्ल्यू	स्मार्ट कार्ड	VI
6.	इलेक्ट्रॉनिक एवं सूचना प्रौद्योगिकी विभाग, संचार और सूचना प्रौद्योगिकी मंत्रालय	दिनांक 22.05.2014 की फाइल सं. 33(3)/2013-आईपीएचडब्ल्यू	एलईडी उत्पाद	VII

तदनुसार, दिनांक 4.7.2014 के उपर्युक्त संदर्भाधीन पत्र के अनुग्नक III, IV, V, VI एवं VII को तदनुसूची अनुग्नक पर संलग्न संशोधित अधिसूचनाओं के स्थान पर जारी किया गया है।

कृपया पावती दें।

संलग्नक: यथोक्त

सन्तोष मिश्रा

(संतोष मिश्रा)

उप निदेशक रेल भंडार (सा.)।

रेलवे बोर्ड

सं. 2011/आरएस(जी)/779/9

नई दिल्ली, दिनांक : 19-08.2014

1. वित्त सहायक एवं मुख्य लेखाधिकारी, सभी भारतीय रेलें एवं उत्पादन इकाइयां।
2. पीसीई, सभी भारतीय रेलें एवं उत्पादन इकाइयां, डबल्यूपीओ/पटना, आरसीएफ/रायबरेली, कॉफमो, डीएमडबल्यू।
3. एडीएआई (रेलें), नई दिल्ली (10 अतिरिक्त प्रतियाँ सहित)।
4. लेखा निदेशक, सभी भारतीय रेलें।
5. सीओएस, सीएमई, सीईई, सीएसटीई, सभी भारतीय रेलें एवं उत्पादन इकाइयां, आरसीएफ/आरबीएल/नई दिल्ली, कॉफमो, कोर, डबल्यूपीओ और आरडबल्यूपी/बेला।
6. निदेशक:-
 - क. भारतीय रेल सिग्नल इंजीनियरी एवं दूरसंचार संस्थान, सिकंदराबाद।
 - ख. भारतीय रेल यांत्रिक एवं बिजली इंजीनियरी संस्थान, जमालपुर।
 - ग. भारतीय रेल बिजली इंजीनियरी संस्थान, नासिक।
 - घ. वरिष्ठ प्रो. (सामग्री प्रबंधन), एनएआईआर, वडोदरा।
 - ड. भारतीय रेल सिविल इंजीनियरी संस्थान, पुणे।
 - च. भारतीय रेल यातायात प्रबंधन संस्थान, लखनऊ।
7. निदेशक, लौह एवं इस्पात, 3, कोयला घाट स्ट्रीट, कोलकाता।
8. कार्यपालक निदेशक (भंडार), अ.अ.मा.सं., लखनऊ।
9. मुख्य रेल संरक्षा आयुक्त, लखनऊ।
10. क्षेत्रीय रेल प्रशिक्षण संस्थान, सुकाडिया सर्कल, उदयपुर।

सन्तोष मिश्रा

(सन्तोष मिश्रा)

उप निदेशक रेल भण्डार (सा.)।

रेलवे बोर्ड

सं. 2011/आरएस(जी)/779/9

नई दिल्ली, दिनांक : 19-08.2014

प्रतिलिपि प्रेषित:

3. जनरल सेक्रेटरी, एआईआरएफ, कमरा नं. 248 और एनएफआईआर कमरा नं. 256-सी, रेल भवन
4. सेक्रेटरी जनरल, आईआरपीओएफ, कमरा नं. 268, एफआरओए, कमरा नं. 256-डी और एआईआरपीएफए, कमरा नं. 256-डी, रेल भवन।

सन्तोष मिश्रा

(संतोष मिश्रा)

उप निदेशक रेल भंडार (सा.)।

रेलवे बोर्ड



F.No.33(3)/2013-IPHW
Ministry of Communications and Information Technology
Department of Electronics and Information Technology

Dated: 22nd May, 2014

NOTIFICATION

Subject: Policy for Preference to domestically manufactured electronic products in Government procurement - Notifying electronic products for Government Procurement in furtherance of the Policy

Reference: Notification No.33(3)/2013-IPHW dated 23.12.2013

The Government has notified the policy for providing preference to domestically manufactured electronic products in Government procurement vide the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2013-IPHW dated 23.12.2013 (hereinafter called the Policy).

2. As per Clause 2.1.1, the policy will be applicable to all Ministries/Departments (except Ministry of Defence) and their agencies for electronic products purchased for Governmental purposes and not with a view to commercial resale or with a view to use in the production of goods for commercial sale.

3. In furtherance of the policy notified vide reference cited above, DeitY hereby notifies that preference shall be provided by all Ministries/Departments (except Ministry of Defence) and agencies under their administrative control to domestically manufactured Desktop PCs and Dot Matrix Printers as per the said policy. The details are as follows:

(I) Desktop Personal Computers (PCs)

I(A) Definition:

For the purpose of this Notification, a Desktop PC shall necessarily consist of a CPU, Memory, Hard disk drive, Keyboard, Mouse and a separate or integrated display unit and should be able to operate independently.

I(B)

Percentage of procurement for which preference to domestically manufactured Desktop PCs is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for the Desktop PCs to qualify as domestically manufactured
50%	30% in Year 1

I(C) Criteria for BOM to be classified as domestic:

The domestic BOM of Desktop PC would be the sum of the cost of main inputs as specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table:

Main inputs in BOM/stages for manufacture of Desktop PC	Value addition required for the input to be classified as domestic BOM
1	2
Processor	Domestic ATMP /fabrication or both
Memory	Domestic assembly of imported memory chips on imported / indigenously manufactured bare PCB/ Domestic ATMP/ fabrication/ or combination
Hard Disk Drive	Domestic assembly and testing from imported / indigenously manufactured parts and components
LCD Monitor	Domestic assembly from imported LCD Panel wherein plastic moulding and stamping of metal parts is done domestically and testing / Domestic fabrication of LCD Panel or both
DVD Drive	Domestic assembly and testing from imported / indigenously manufactured parts and components
Cabinet + SMPS	Domestically manufactured Cabinet and domestic assembly and testing of SMPS from imported / indigenously manufactured parts and components subject to the condition that value of domestically

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Main inputs in BOM/stages for manufacture of Desktop PC	Value addition required for the input to be classified as domestic BOM
	manufactured parts and components used in the assembly of "SMPS" will be minimum 10% (of the total value of parts and components used in the manufacture of "SMPS") in Year 2, which will increase to minimum 20% (of the total value of parts and components used in the manufacture of "SMPS") in Year 3 and subsequent years
Keyboard/Mouse	Domestic assembly and testing from imported / indigenously manufactured parts and components
Motherboard	Domestic assembly and testing from imported / indigenously manufactured parts and components except value of bare PCB
Bare PCB	Domestically manufactured
Final Assembly/Testing and Design/Development	Domestically assembled/tested and any Intellectual Property (IP) resident in India

II. Dot Matrix Printers

II(A) Definition:

A Dot Matrix Printer is a type of impact printer that forms dot on paper by a metal pin of diameter 0.2 mm to 0.3 mm which is driven by electromagnet based on solenoid principle and required character matrix is produced by horizontal and vertical resolution of dot matrix printhead. Dot matrix Printer can create carbon copies and carbonless copies based on mechanical pressure of pin.

II(B)

Percentage of procurement for which preference to domestically manufactured Dot Matrix Printers is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for the Dot Matrix Printers to qualify as domestically manufactured
50%	40% in Year 1

II(C) Criteria for BOM to be classified as domestic:

The domestic BOM of Dot Matrix Printer would be the sum of the cost of main inputs specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table:

Main inputs in BOM/ stages for manufacture of Dot Matrix Printer	Value addition required for the input to be classified as domestic BOM
1	2
Main PCB	Domestic assembly and testing from imported / indigenously manufactured parts and components subject to the condition that value of domestically manufactured parts and components used in the assembly of "Main PCB" will be minimum 10% (of the total value of parts and components used in the manufacture of "Main PCB") in Year 2, which will increase to minimum 15% (of the total value of parts and components used in the manufacture of "Main PCB") in Year 3 and subsequent years except value of bare PCB
Bare PCB	Domestically manufactured
SMPS	Domestic assembly and testing from imported / indigenously manufactured parts and components subject to the condition that value of domestically manufactured parts and components used in the assembly of "SMPS" will be minimum 10% (of the total value of parts and components used in the manufacture of "SMPS") in Year 2, which will increase to minimum 20% (of the total value of parts and components used in the manufacture of "SMPS") in Year 3 and subsequent years
Carriage Motors & Paper Feed Motors	Imported as sub assembly and tested domestically alongwith main Printer Mechanism

Main inputs in BOM/ stages for manufacture of Dot Matrix Printer	Value addition required for the input to be classified as domestic BOM
Front Control Panel	Domestic assembly and testing from imported / indigenously manufactured parts and components
Home Position/Paper End Sensors	Domestic assembly and testing from imported / indigenously manufactured parts and components
Main Printer Cabinet and other small plastic components	Domestic moulding of Printer Cabinet and other parts
Printer Mechanism Assembly	Domestic assembly using indigenously manufactured Rubber Platens, small rubber parts, sheet metal components, plastic gears and other plastic parts with turned steel shafts and above mentioned sensors and Motors
Print Heads and Interconnecting Cables	Domestic assembly and testing from imported / indigenously manufactured parts and components
Final Assembly/Testing and Design/ Development	Domestically assembled/tested and any Intellectual Property (IP) resident in India

4. For reasons to be recorded in writing, a Government Ministry / Department or agencies under their administrative control may choose to procure a higher percentage of domestically manufactured electronic products than specified in the Notification. This would enable Ministries / Departments such as Atomic Energy, Space, Home Affairs, etc. to meet their special requirements or wherever a special policy provision exists / decision is taken by the Government to meet the demand from domestic manufacturers.

5. The notification comes into effect immediately. The Year 1 for the purpose of this notification would be upto 31.3.2015.

6. The domestic value addition for Year 2 onwards shall automatically increase by 5% in terms of Policy referred to as above.

7. The implementation of this notification will be based on self-certification regarding value-addition in terms of Para 5.1 of the Policy cited as reference above.

8. The notification would also be applicable for procurement of electronic products made under all Centrally Sponsored Schemes and grants made by Central Government as per the policy referred above.

9. This notification is issued in supersession of the Notification No.8(41)/2012-IPHW dated 17.12.2012 on the subject.


(Dr. Ajay Kumar)

Joint Secretary to Government of India

Tel.: 24360160

New Delhi, Dated 22.05.2014

Copy to:

1. All Ministries/Departments of Government of India
2. Cabinet Secretariat
3. PMO
4. Planning Commission
5. Comptroller and Auditor General of India
6. JS&FA, Department of Electronics and Information Technology
7. Internal Distribution


(Dr. Ajay Kumar)

Joint Secretary to Government of India

Tel.: 24360160

F.No.33(3)/2013-IPHW
Ministry of Communications and information Technology
Department of Electronics and Information Technology

Dated: 22nd May, 2014

NOTIFICATION

Subject: Policy for Preference to domestically manufactured electronic products in Government procurement - Notifying electronic products for Government Procurement in furtherance of the Policy

Reference: Notification No.33(3)/2013-IPHW dated 23.12.2013

The Government has notified the policy for providing preference to domestically manufactured electronic products in Government procurement vide the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2010-IPHW dated 23.12.2013 (hereinafter called the Policy).

2. As per Clause 2.1.1, the policy will be applicable to all Ministries/Departments (except Ministry of Defence) and their agencies for electronic products purchased for Governmental purposes and not with a view to commercial resale or with a view to use in the production of goods for commercial sale.

3. In furtherance of the policy notified vide reference cited above, DeitY hereby notifies that preference shall be provided by all Ministries/Departments (except Ministry of Defence) and agencies under their administrative control to domestically manufactured Laptop PCs as per the said policy. The details are as follows:

Laptop Personal Computers (PCs)

(A) Definition:

For the purpose of this Notification, a Laptop PC (commonly known in the market as Laptop/Notebook/Netbook/Ultrabook, etc.) shall necessarily consist of a CPU, Memory, Hard disk drive, Keyboard, Touchpad and / or Trackpoint, an integrated display unit, integrated battery and should be able to operate independently.

(B)

Percentage of procurement for which preference to domestically manufactured Laptop PCs is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for the Laptop PCs to qualify as domestically manufactured
50%	25% in Year 1

(C) Criteria for BOM to be classified as domestic:

The domestic BOM of Laptop PC would be the sum of the cost of main inputs as specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table:

Main inputs in BOM/stages for manufacture of Laptop PC	Value addition required for the input to be classified as domestic BOM
1	2
Hard Disk Drive	Domestic assembly and testing from imported / indigenously manufactured parts and components
Display Panel (LCD, LED, etc.) + Back cover + Bezel	Domestic assembly and testing from imported/ indigenously manufactured Display Panel, Back cover and Bezel or combination subject to the condition that from Year 3 onwards: (i) back cover shall be domestically manufactured <u>and</u> (ii) backlight assembly and testing of Display Panel shall be done domestically.
DVD Drive	Domestic assembly and testing from imported / indigenously manufactured parts and components
Cabinet + Motherboard + Power Module	Domestic assembly and testing from imported / indigenously manufactured Cabinet, Motherboard, Power Module or combination except value of bare PCB and Semiconductor BOM (i.e. the Semiconductor Chips and Modules on Motherboard) subject to the conditions that:

Main inputs in BOM/stages for manufacture of Laptop PC	Value addition required for the input to be classified as domestic BOM
	<p>(i) value of domestically manufactured parts and components used in the assembly of "Motherboard + Power Module" will be minimum 10% (of the total value of parts and components used in the manufacture of "Motherboard + Power Module") in Year 2, which will increase to minimum 20% (of the total value of parts and components used in the manufacture of "Motherboard + Power Module") in Year 3 and subsequent years <u>and</u></p> <p>(ii) Cabinet shall be domestically manufactured from Year 3 onwards</p>
Semiconductors (i.e. the Semiconductor Chips and Modules on Motherboard)	The value of only those Semiconductor Chips and Modules (including Processor and Memory) of the Motherboard <u>less</u> the value of their indigenous design (for which IP is resident in India), on which ATMP operations are carried out domestically, will be taken as domestic BOM*
Bare PCB	Domestically manufactured
Power Adapter	Domestic assembly and testing from imported / indigenously manufactured parts and components subject to the condition that the value of domestically manufactured parts and components used in the assembly of "Power Adapter" will be minimum 20%, (of the total value of parts and components used in the manufacture of "Power Adapter") in Year 2, which will increase to minimum 30%, 40% and 50% in Years 3, 4 and 5 respectively
Keyboard/Touchpad and/or Trackpoint	Domestic assembly and testing from imported / indigenously manufactured parts and components
Battery	Domestic assembly and testing from imported / indigenously manufactured parts and components
(i) Final Assembly/Testing and	(i) Domestically assembled/tested and

Main inputs in BOM/stages for manufacture of Laptop PC	Value addition required for the input to be classified as domestic BOM
(ii) Design/ Development	(ii) Intellectual Property (IP) resident in India for any of the above items. The value of IP resident in India for any of the above items shall be reduced from its value in domestic BOM

** This shall be reviewed when the Semiconductor Fab in India is operational*

4. For reasons to be recorded in writing, a Government Ministry / Department or agencies under their administrative control may choose to procure a higher percentage of domestically manufactured electronic products than specified in the Notification. This would enable Ministries / Departments such as Atomic Energy, Space, Home Affairs, etc. to meet their special requirements or wherever a special policy provision exists / decision is taken by the Government to meet the demand from domestic manufacturers.
5. The notification comes into effect immediately. The Year 1 for the purpose of this notification would be upto 31.3.2015.
6. The domestic value addition for Year 2 onwards shall automatically increase by 5% in terms of Policy referred to as above.
7. The implementation of this notification will be based on self-certification regarding value-addition in terms of Para 5.1 of the Policy cited as reference above.
8. The notification would also be applicable for procurement of electronic products made under all Centrally Sponsored Schemes and grants made by Central Government as per the policy referred above.
9. This notification is issued in supersession of the Notification No.8(41)/2012-IPHW dated.22.1.2013 on the subject.



(Dr. Ajay Kumar)
Joint Secretary to Government of India
Tel.: 24360160

New Delhi, Dated 22.05.2014

F.No.33(3)/2013-IPHW

Ministry of Communications and Information Technology
Department of Electronics and Information Technology

Dated: 22nd May, 2014

NOTIFICATION

Subject: Policy for Preference to domestically manufactured electronic products in Government procurement - Notifying electronic products for Government Procurement in furtherance of the Policy

Reference: Notification No. 33(3)/2013-IPHW dated 23.12.2013

The Government has notified the policy for providing preference to domestically manufactured electronic products in Government procurement vide the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2013-IPHW dated 23.12.2013 (hereinafter called the Policy).

2. As per Clause 2.1.1, the policy will be applicable to all Ministries/Departments (except Ministry of Defence) and their agencies for electronic products purchased for Governmental purposes and not with a view to commercial resale or with a view to use in the production of goods for commercial sale.

3. In furtherance of the policy notified vide reference cited above, DeitY hereby notifies that preference shall be provided by all Ministries/Departments (except Ministry of Defence) and agencies under their administrative control to domestically manufactured Tablet PCs as per the said policy. The details are as follows:

Tablet Personal Computers (PCs)

(A) Definition:

For the purpose of this Notification, a Tablet PC shall necessarily consist of an Integrated Motherboard with on board CPU/Processor, Memory and Power Module; Display Panel (Touch Panel + LCD/LED Module) and integrated battery and should be able to operate independently.

(B)

Percentage of procurement for which preference to domestically manufactured Tablet PCs is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for the Tablet PCs to qualify as domestically manufactured
50%	30% in Year 1

(C) Criteria for BOM to be classified as domestic:

The domestic BOM of Tablet PC would be the sum of the cost of main inputs as specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table:

Main inputs in BOM/stages for manufacture of Tablet PC	Value addition required for the input to be classified as domestic BOM
1	2
Display Panel (Touch Panel + LCD/LED Module)	Domestic assembly and testing from imported / indigenously manufactured Touch Panel, LCD/LED Module or combination subject to the condition that from Year 3 onwards backlight assembly and testing of Display Panel shall be done domestically
Integrated Motherboard with on board CPU/Processor, Memory and Power Module	Domestic assembly and testing from imported / indigenously manufactured parts and components except value of bare PCB and Semiconductor BOM (i.e. the Semiconductor Chips and Modules on Integrated Motherboard) subject to the condition that the value of domestically manufactured parts and components used in the assembly of "Integrated Motherboard" will be minimum 10% (of the total value of parts and components used in the manufacture of "Integrated Motherboard") in Year 2, which will increase to minimum 20% (of the total value of parts and components used in the manufacture of "Integrated Motherboard") in Year 3 and subsequent years
Semiconductors	The value of only those Semiconductor

(i.e. the Semiconductor Chips and Modules on Integrated Motherboard)	Chips and Modules (including Processor and Memory) of the Integrated Motherboard <u>less</u> the value of their indigenous design (for which IP is resident in India), on which ATMP operations are carried out domestically, will be taken as domestic BOM*
Bare PCB	Domestically manufactured
Power Adapter	Domestic assembly and testing from imported / indigenously manufactured parts and components subject to the condition that the value of domestically manufactured parts and components used in the assembly of "Power Adapter" will be minimum 20%, (of the total value of parts and components used in the manufacture of "Power Adapter") in Year 2, which will increase to minimum 30%, 40% and 50% in Years 3, 4 and 5 respectively
Casing	Domestically manufactured Casing
Battery	Domestic assembly and testing from imported / indigenously manufactured parts and components
Accessories (Camera, Speaker, WiFi Antenna, etc.)	Domestic assembly and testing from imported / indigenously manufactured parts and components
(i) Final Assembly/Testing and (ii) Design/ Development	(i) Domestically assembled/tested and (ii) Intellectual Property (IP) resident in India for any of the above items. The value of IP resident in India for any of the above items shall be reduced from its value in domestic BOM

* This shall be reviewed when the Semiconductor Fab in India is operational

4. For reasons to be recorded in writing, a Government Ministry / Department or agencies under their administrative control may choose to procure a higher percentage of domestically manufactured electronic products than specified in the Notification. This would enable Ministries / Departments such as Atomic Energy, Space, Home Affairs, etc. to meet their special requirements or wherever a special policy provision exists / decision is taken by the Government to meet the demand from domestic manufacturers.

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5. The notification comes into effect immediately. The Year 1 for the purpose of this notification would be upto 31.3.2015.
6. The domestic value addition for Year 2 onwards shall automatically increase by 5% in terms of Policy referred to as above.
7. For customized Tablet PCs / handheld devices based on Tablet technologies which involve additional (or different) accessories / components, the Department may issue a separate Notification.
8. The Department may review the Notification in case of technology / manufacturing ecosystem evolving differently from the one envisaged for this Notification.
9. The implementation of this notification will be based on self-certification regarding value-addition in terms of Para 5.1 of the Policy cited as reference above.
10. The notification would also be applicable for procurement of electronic products made under all Centrally Sponsored Schemes and grants made by Central Government as per the policy referred above.
11. This notification is issued in supersession of the Notification No.8(41)/2012-IPHW dated 22.1.2013 on the subject.



(Dr. Ajay Kumar)
Joint Secretary to Government of India
Tel.: 24360160

New Delhi, Dated 22.05.2014

Copy to:

1. All Ministries/Departments of Government of India
2. Cabinet Secretariat
3. PMO
4. Planning Commission
5. Comptroller and Auditor General of India
6. JS&FA, Department of Electronics and Information Technology
7. Internal Distribution



(Dr. Ajay Kumar)
Joint Secretary to Government of India
Tel.: 24360160

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F.No.33(3)/2013-IPHW
Ministry of Communications and information Technology
Department of Electronics and Information Technology

Dated: 22nd May, 2014

NOTIFICATION

Subject: Policy for Preference to domestically manufactured electronic goods in Government procurement - Notifying electronic products for Government Procurement in furtherance of the Policy

Reference: Notification No.33(3)/2013-IPHW dated 23.12.2013

The Government has notified the policy for providing preference to domestically manufactured electronic products in Government procurement vide the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2010-IPHW dated 23.12.2013 (hereinafter called the Policy).

2. As per Clause 2.1.1, the policy would be applicable to all Ministries/Departments (except Ministry of Defence) and their agencies for electronic products purchased for Governmental purposes and not with a view to commercial resale or with a view to use in the production of goods for commercial sale.

3. In furtherance of the policy notified vide reference cited above, DeitY hereby notifies that preference shall be provided by all Ministries/Departments (except Ministry of Defence) and agencies under their administrative control to domestically manufactured Smart Cards as per the said policy. The details are as follows:

Smart Cards

(A) Definition:

For the purpose of this Notification, Smart Card is usually a Credit Card sized plastic Card with an Integrated Circuit (IC) contained inside. The IC contains a microprocessor and memory. Smart Cards can be contact, contactless or dual interface (both contact and contactless). Some of the applications of Smart Card are Identity Card, Banking Card, Health Card, Vehicle Registration Card etc.

I(B) Contact Smart Cards

Percentage of procurement for which preference to domestically manufactured Contact Smart Cards is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for Contact Smart Cards to qualify as domestically manufactured
50%	30% in Year 1 45% in Year 2 65% in Year 3 onwards*

I(C) Criteria for BOM to be classified as domestic for Contact Smart Cards

The domestic BOM of Contact Smart Card would be the sum of the cost of main inputs as specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table:

Main inputs in BOM/stages for manufacture of Contact Smart Card	Value addition required for the input to be classified as domestic BOM
1	2
Plastic Card Body	Domestic manufacturing including sheet cutting & punching, printing, lamination and testing using imported/ indigenously manufactured raw material, parts and components
IC Chip Module	Domestic assembly, packaging and testing of IC Chip Module using imported / indigenously manufactured raw material, parts and components *
Milling and Embedding of IC Chip Module on Plastic Card	Milling and Embedding of IC Chip Module on Plastic Card done domestically
(i) Final Assembly and Testing (ii) Design/ Development	(i) Domestically assembled/tested and (ii) Intellectual Property (IP) resident in India for any of the above items, including fusion of domestically developed Operating System. The value of IP resident in India for any of the above items shall be reduced from its value in domestic BOM

* This shall be reviewed when the Semiconductor Fab in India is operational

II(B) Contactless Smart Cards (includes dual interface cards)

Percentage of procurement for which preference to domestically manufactured Contactless Smart Cards is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for Contactless Smart Cards to qualify as domestically manufactured
50%	40% in Year 1 50% in Year 2 70% in Year 3 onwards*

II(C) Criteria for BOM to be classified as domestic for Contactless Smart Cards

The domestic BOM of Contactless Smart Card would be the sum of the cost of main inputs as specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table:

Main inputs in BOM/stages for manufacture of Contactless Smart Card	Value addition required for the input to be classified as domestic BOM
1	2
Plastic Card Body	Domestic manufacturing including sheet cutting & punching, printing, lamination and testing using imported/ indigenously manufactured raw material, parts and components
Card inlay (Antenna)	Domestic assembly and testing from imported / indigenously manufactured raw material, parts and components
IC Chip Module	Domestic assembly, packaging and testing of IC Chip Module using imported / indigenously manufactured raw material, parts and components *
Milling and Embedding of IC Chip Module on Plastic Card	Milling and Embedding of IC Chip Module on Plastic Card done domestically
(i) Final Assembly and Testing (ii) Design/ Development	(i) Domestically assembled/tested and (ii) Intellectual Property (IP) resident in India for any of the above items, including fusion of domestically developed Operating System. The value of IP resident in India for any

Main inputs in BOM/stages for manufacture of Contactless Smart Card	Value addition required for the input to be classified as domestic BOM
	of the above items shall be reduced from its value in domestic BOM

** This shall be reviewed when the Semiconductor Fab in India is operational*

4. For reasons to be recorded in writing, a Government Ministry / Department or agencies under their administrative control may choose to procure a higher percentage of domestically manufactured electronic products than specified in the Notification. This would enable Ministries / Departments such as Atomic Energy, Space, Home Affairs, etc. to meet their special requirements or wherever a special policy provision exists / decision is taken by the Government to meet the demand from domestic manufacturers.

5. The notification comes into effect immediately. The Year 1 for the purpose of this notification would be upto 31.3.2015.

6. The implementation of this notification will be based on self-certification regarding value-addition in terms of Para 5.1 of the Policy cited as reference above.

7. The Department may review the Notification in case of technology / manufacturing ecosystem evolving differently from the one envisaged for this Notification.

8. The notification would also be applicable for procurement of electronic products made under all Centrally Sponsored Schemes and grants made by Central Government as per the policy referred above.

9. This notification is issued in supersession of the Notification No.8(41)/2012-IPHW dated 12.03.2013 on the subject.



(Dr. Ajay Kumar)

Joint Secretary to Government of India

Tel.: 24360160

New Delhi, Dated 22.05.2014

Copy to:

1. All Ministries/Departments of Government of India
2. Cabinet Secretariat
3. PMO
4. Planning Commission
5. Comptroller and Auditor General of India
6. JS&FA, Department of Electronics and Information Technology
7. Internal Distribution



(Dr. Ajay Kumar)
Joint Secretary to Government of India
Tel.: 24360160

F.No.33(3)/2013-IPHW
Ministry of Communications and Information Technology
Department of Electronics and Information Technology

Dated: 22nd May, 2014

NOTIFICATION

Subject: Policy for Preference to domestically manufactured electronic products in Government procurement - Notifying electronic products for Government Procurement in furtherance of the Policy

Reference: Notification No. 33(3)/2013-IPHW dated 23.12.2013

The Government has notified the policy for providing preference to domestically manufactured electronic products in Government procurement vide the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2013-IPHW dated 23.12.2013 (hereinafter called the Policy).

2. As per Clause 2.1.1, the policy will be applicable to all Ministries/Departments (except Ministry of Defence) and their agencies for electronic products purchased for Governmental purposes and not with a view to commercial resale or with a view to use in the production of goods for commercial sale.

3. A Light Emitting Diode (LED) is an electronic device, which is essentially a PN junction opto-semiconductor that emits light when operated in a forward biased direction. LEDs convert electrical energy into light energy. Their applications encompass Illumination, Displays, Indicators, Back Lighting, Signage, Signalling, Mobile, Automotive, etc. Since LED products cut across sectors, they have been classified as generic electronic products in terms of the aforesaid policy.

4. In furtherance of the policy notified vide reference cited above, DeitY hereby notifies that preference shall be provided by all Ministries/Departments (except Ministry of Defence) and agencies under their administrative control to domestically manufactured LED Products as per the said policy. The details are as follows:

LED Products

(A) Definition:

For the purpose of this Notification, LED products are those whose function is to utilize light produced by LEDs and spanning applications in the areas of: (i) Illumination, (ii) Optical Displays including True LED TVs, (iii) Backlighting, (iv) Signalling & Indication and (v) Transportation.

Copy to:

1. All Ministries/Departments of Government of India
2. Cabinet Secretariat
3. PMO
4. Planning Commission
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6. JS&FA, Department of Electronics and Information Technology
7. Internal Distribution



(Dr. Ajay Kumar)

Joint Secretary to Government of India

Tel.: 24360160

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2011/RS(G)/779/9

New Delhi, dated: 11.8.2014

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
All MD/CAO of Railway PSUs, autonomous units

Subject: Template for inclusion of the policy provision regarding preference to domestically manufactured electronic products in Government procurement in the procurement tenders by Ministries/Departments – reg.

- Ref :**
1. M/o Communications and Information Technology, Deptt. of Electronics and Information Technology- Deity's letter No. 33(3)/2013- IPHW (Vol.III) (Pt.2) dt. 26.6.2014
 2. Board's letter No. 2011/RS(G)/779/9 dated 4.7.2014

The Department of Electronics and Information Technology (Deity) has issued revised Policy for providing preference to domestically manufactured electronics products (DMEPs) in Government procurement vide Notification No. 33(3)/2013-IPHW dated 23.12.2013.

In this regard, the Deity has formulated a Template to facilitate the tender decision in pursuance of the said policy. This Template is only an advisory. Copy of the Template issued by Deity is enclosed for information and guidance.

DA : As above

Santosh Mittal
(Santosh Mittal)
Dy. Director Railway Stores (G)
Railway Board

No. 2011/RS(G)/779/9

New Delhi, dated: 11.8.2014

1. FA&CAOs, All Indian Railways & Production Units
2. PCEs, All Indian Railways & PUs, WPO/Patna, RCF/RBL, COFMOW, DMW
3. The ADAI(Railways), New Delhi (with 10 spares copies)
4. The Director of Audit, All Indian Railways
5. COSs, CMEs, CEEs, CSTE's, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
6. The Directors—
 - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c. Indian Railway Institute of Elect. Engg., Nasik
 - d. Sr. Prof. (Material Management), NAIR, Vadodara
 - e. Indian Railway Institute of Civil Engg., Pune
 - f. Indian Railway Institute of Traffic Management, Lucknow
7. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata

**Ministry of Communications and Information Technology
Department of Electronics and Information Technology**

Template for inclusion of the policy provision regarding preference to domestically manufactured electronic products in Government procurement in the procurement tenders by Ministries/Departments

- 1) Purchaser reserves the right for providing preference to domestically manufactured electronic products in terms of the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2013-IPHW dated 23.12.2013 read with Notification No. ----- dated --- (refer Annexure) and Guidelines issued thereunder through Notification No. --- dated ---. A copy of the aforesaid Notifications/Guidelines can be downloaded from DeitY website i.e. URL www.deity.gov.in/esdm. Purchase preference for domestic manufacturer, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, and compliance and monitoring shall be as per the aforesaid Guidelines/ Notifications. The Guidelines may be treated as an integral part of the tender documents.
- 2) The modalities through which the preference for Domestically Manufactured Electronic Products (DMEPs) shall be operated are as follows:
 - a) The electronic products for which preference will be provided to domestic manufacturers shall be
 - b) The quantity of procurement for which preference will be provided to domestic manufactures shall be X% of the total tendered quantity.
 - c) Percentage of domestic value addition which qualifies the electronic product i.e..... to be classified as domestically manufactured shall be Y% for the year 20__-__.
 - d) The preference to DMEP shall be subject to meeting technical specifications and matching L1 price.
- 3) Domestic manufacturers are required to indicate the domestic value addition in terms of BoM for the quoted product, in terms of aforesaid guidelines, in their bid in the following format:

Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products by Government

Item No.	Item Description	Manufacturer/ Supplier	Country of Origin	Value	Domestic Value Addition in Percentage
1.					
2.					

4) Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format as given as Form I of the guidelines No.----- dated-----. Furnishing of false information on this account shall attract penal provisions as per Guidelines/ Notification.

5) Procedure for award of contracts involving procurement from domestic manufacturers:

"For each electronic product proposed to be procured, among all technically qualified bids, the lowest quoted price will be termed as L1 and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. If L1 bid is of a domestic manufacturer, the said bidder will be awarded full value of the order. If L1 bid is not from a domestic manufacturer, the value of the order awarded to L1 bidder will be the balance of procurement value after reserving specified percentage of the total value of the order for the eligible domestic manufacturer. Thereafter, the lowest bidder among the domestic manufacturers, whether L2, L3, L4 or higher, will be invited to match the L1 bid in order to secure the procurement value of the order earmarked for the domestic manufacturer. In case first eligible bidder (i.e. domestic manufacturer) fails to match L1 bid, the bidder (i.e. domestic manufacturer) with next higher bid will be invited to match L1 bid and so on. However, the procuring agency may choose to divide the order amongst more than one successful bidder as long as all such bidders match L1 and the criteria for allocating the tender quantity amongst a number of successful bidders is clearly articulated in the tender document itself. In case all eligible domestic manufacturers fail to match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value". Only those domestic manufacturers whose bids are within 20% of the L1 bid would be allowed an opportunity to match L1 bid.

6) The attention of the procuring agencies is drawn to the following clause in the Guidelines:

"5.4 The tender conditions would ensure that domestically manufactured electronic products are encouraged and are not subjected to restrictive product specifications or mandatory requirement of prior experience. The procuring agency may also rationally identify and evaluate predatory pricing by any bidder. However procuring Department or Agency may incorporate such stipulations as may be considered necessary to satisfy themselves of the security, production capability and product quality of the domestic manufacturer."

7) In case of turnkey/ system-integration projects, eligibility of a bidder as a domestic manufacturer would be determined on the domestic value addition calculated only for the value of notified DMEPs i.eforming part of the turnkey/system-integration project and not on the value of whole project.

Annexure**Notified Electronic Products**

- (i) Desktop Personal Computers (PCs) vide DeitY Notification No. 33(3)/2013-IPHW dated 22.05.2014
- (ii) Dot Matrix printers vide DeitY Notification No. 33(3)/2013-IPHW dated 22.05.2014
- (iii) Tablet Personal Computers (PCs) vide DeitY Notification No. 33(3)/2013-IPHW dated 22.05.2014
- (iv) Laptop Personal Computers (PCs) vide DeitY Notification No. 33(3)/2013-IPHW dated 22.05.2014
- (v) Smart Cards vide DeitY Notification No. 33(3)/2013-IPHW dated 22.05.2014
- (vi) LED Products vide Notification No. 33(3)/2013-IPHW dated 22.05.2014
- (vii) Telecommunication Products vide DoT Notification No. 18-07/2010-IP dated 5.10.2012

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.232.Tender & Purchase Procedure

Dt.02.12.2014.

OFFICE PROCEDURE ORDER NO 13/2014

Sub:- Direct Delivery of Printed Books / Forms to Consignees.

The following procedure is adopted for Delivery of Books and Forms to consignees from Printing Press & S&F/MFT.

"All the books and forms should be delivered to the consignees on door delivery basis either through courier or by road as situation warrants by Sr.MPS/Printing Press/ AMM/S&F/MFT

Divisional Officers also should co-ordinate in ensuring that all the books and forms printed are promptly delivered and no consignees should approach Printing Press/ S&F/ MFT for the collection of books and forms.

This issues with the approval of competent authority.


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
Dy.CMM/IC to incorporate the above ^{OPO} in MMIS please.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.
Dt.02.12.2014.

NO.S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO 14/2014

Sub:- Converting N.S.Items to Stock Items procured repeatedly in divisions

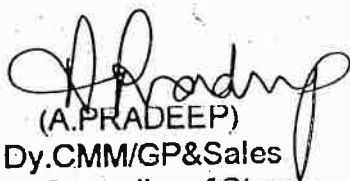
It has been noticed that a number of Non-Stock Items are repeatedly procured by divisions. As per extant procedure in vogue, items which are repeatedly required should be converted to stock items.

Hence, all the Divisional Stores Officers are advised to look into and items which are repeatedly purchased through NS demands should be converted in to stock items. The Stocking Application for such items should be initiated in the standard format by the Sr.DMMs of the division concerned and should be countersigned by the nominated feeding depot officer. The same should be submitted to Headquarters i.e. Dy.CMM/IC duly vetted by local accounts of the feeding depot.

Details of such NS items converted into stock items should be submitted by Sr.DMMs through their monthly PCDO to COS.

On allotment of PL Number, the same should be notified by the Sr.DMM to all the Branch Officers of the division for making a note of conversion of the item into stock item.

This issues with the approval of competent authority.


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
Dy.CMM/IC to incorporate the above format in MMIS please.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

Ref order vide N-30
Ch. OS/GST
etc
GC 02/12/14

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.232.Tender & Purchase Procedure

Dt.02.12.2014.

OFFICE PROCEDURE ORDER NO.15/2014

Sub:- Variation in Tender Quantity

It is decided that while floating the tenders itself, all the Purchase Officers should ensure that "details of Physical Stock & dues are obtained from the depots through SPS as if the item is going to be procured right now and Net Procurable Quantity to be tendered should be correctly calculated. It has to be ensured that there is not much variation between the Tendered Quantity and the final Procurable Quantity".

This issues with the approval of competent authority.



(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
Dy.CMM/IC to incorporate the OPO format in MMIS please.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.
Dt.02.12.2014.

NO.S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO.16/2014

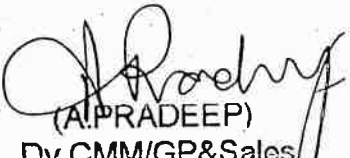
Sub:- Furnishing of Saving Details through Negotiations.
Ref:- Railway Board Lr.No.2012/RS/(G)/11/3 DT.26.11.14.

1. It is decided that whenever Tenders are finalized after Negotiations, the Savings so obtained should be furnished to Dy.CMM/IC every month along with Tender Positions in the following format so as to monitor the details.

Sl.No.	No.of Tenders concluded after Negotiations during the month	Savings obtained in Rs.
1	2	3

2. The above information should also be submitted in top sheet of five stage monitoring.

This issues with the approval of the Competent Authority.


(A. PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores.

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
Dy.CMM/IC to incorporate the OPO format in MMIS please.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2015

OFFICE PROCEDURE ORDERS - YEAR 2015

Sl. No	O.P.O.No. & Date	Subject	Page No
01	01/2015 Dt.01.01.15	System Improvement – reg.	113
02	02/2015 Dt.01.01.15	Dealing Tenders of Value between Rs.1.5 to 3 Lakhs pertaining to Electric Loco Shed/Kazipet.	114
03	03/2015 Dt.21.01.15	Uploading/Retrieving of Circulars, Data etc in the shared folders – reg.	115
04	04/2015 Dt.21.01.15	Publication of Tender Details/Corrigendum in Newspapers – reg.	116
05	05/2015 Dt.03.02.15	Instructions to Tenderers – Evaluation Criteria.	117
06	06/2015 Dt.03.02.15	Tender Condition – Shelf Life Item – reg.	118
07	07/2015 Dt.04.02.15	Joint Mechanical, Electrical, Stores and Account JPO dated 13.01.15.	119 - 125
08	08/2015 Dt.02.04.15	Joint Mechanical, Electrical, Stores and Account JPO dated 13.01.15.	126 - 128
09	09/2015 Dt.13.04.15	Additional of Terms & Conditions in Purchase Orders.	129
10	10/2015	Not Issued.	--
11	11/2015 Dt.03.07.15	Paper Securities (FDRs/BGs) pertaining to Hd. Qtrs Offices, which were dealt centralized, is now decentralized & to be sent to the respective Associate Accounts Officer (FA&CAO/S&W, AAO/EXP/or any other Accounts Officer) as the case may be.	130 - 131
12	12/2015 Dt.07.07.15	Inclusion of Customs Duty charges in the declaration and bill of claim – Marine Insurance Contract 2015 – 16.	132 - 133

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.232.Tender & Purchase Procedure

Dt.01.01.2015.

OFFICE PROCEDURE ORDER NO. **4/2015**

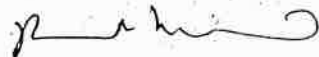
Sub:- System Improvement - reg.

Ref:- SDGM/SC's Lr.No.G.265/2014/10/0038 dt.20.12.14.

As per Railway Board's letter No.99/RS(G)/709/1 dated 23.03.2000, the status of approval of the firm shall be reckoned as on the date of tender opening and not thereafter unless a case of downgrading / removal / suspension / banning. It was further clarified vide this letter that, if a firm is removed / suspended / banned after opening of tender, that should be taken into account while deciding the tender.

Also instructions have been issued in past that the approval status of the RDSO / ICF / DLW etc., registered firms has to be ascertained at the time of decision making i.e. while accepting in direct acceptance case or while putting up the case file to the accepting authority in Tender Committee cases, by down loading the latest approval list / amendments from the website of source approving authority.

It is once again reiterated that while accepting direct acceptance case or while putting up the case file to the accepting authority in Tender Committee cases, a copy of the latest approved list along with latest amendments should be down loaded from the website of source approving authority or from the information readily available and kept on the file so that proper decision can be taken. Similar check may also be made while processing the case for extension of delivery period of the firms whose contracts were placed with eligibility criteria as approved source of RDSO / ICF / DLW etc.


(RAMESH GAIKWAD)
Secy.to COS
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
Dy.CMM/IC to incorporate the above OPO in MMIS please.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

No.S.314.2P.VOL.VI.

Dt.01.01.2015.

OFFICE PROCEDURE ORDER NO.02/2015.

Sub:- Dealing Tenders of Value between Rs.1.5 to 3 lakhs pertaining to
Electric Loco Shed / Kazipet.

It is decided that all the LP / Tender-cases above Rs.1.5 lakhs and up to Rs.3 lakhs pertaining to ELS/KZJ depot are to be submitted to Sr.DMM/SC till a SMM is posted at ELS/KZJ and such cases need not be send to Headquarters.

This issues with the approval of the Competent Authority.


(A.PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to.:

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
CELE for kind information.
Dy.CEE/LOCO for kind information in reference to Note No.
207/TRS/Policy/Vol.XI dt.26.12.2014.
Sr.DEE/ELS/KZJ for information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.232.Tender & Purchase Procedure

Dt.21.01.2015.

OFFICE PROCEDURE ORDER NO.03/2015

Sub:- Uploading/Retrieving of Circulars, Data etc in the shared folders - reg.

1. It is seen that there are problems in uploading/retrieving circulars and other informations in the shared folders created in railnet recently.
2. In order to avoid the above, it has to be ensured that the datas / policy circulars / MCDOs, Minutes etc are not only uploaded in the shared folders, but also to be mailed to the respective Dy.CMivis in their official e-mail ID.

This is issued with the approval of the Competent Authority.


(A. PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.232.Tender & Purchase Procedure

Dt.21.01.2015.

OFFICE PROCEDURE ORDER NO.04/2015

Sub:- Publication of Tender Details / Corrigendum in Newspapers- reg.

In order to avoid any non-publication of Tenders Notices / Corrigendums in the Newspapers, the following procedures has to be adopted.

1. A copy of the details of Tenders Notices / corrigendums sent to CPRO for publication has to be uploaded in the shared folders as well as to the respective Dy.CMMs to their official e-mail ID by Dy.CMM/IC.
2. These copies are to be downloaded and attached in the respective case files.
3. Thereafter the Newspaper clips of Tender Notices / Corrigendums are to be attached with the respective case files.

This is issued with the approval of the Competent Authority.


A. PRADEEP
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.
Dt.03.02.2015.

NO.S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO.05/2015

Sub:- Instructions to tenderers - Evaluation Criteria

In order to avoid inconsistency with regard to Item No.26.0(ii) clause "Evaluation Criteria", the following modification is adopted.

Sl. No.	Existing Sl. No. of Tender Condition	Revision
1.	<p>26.0. (ii) Evaluation Criteria:- Tenderers should show the discount in the rate schedule / financial bid only, instead of anywhere else in the offer. Discounts not shown at designated place will be summarily ignored for assigning inter-se ranking of offers. However, the same shall be availed while placing order(s).</p> <p>Conditional discount will not be considered for adjudging the inter-se position i.e. rate quoted without any conditions attached (viz. Discount / Rebates having linkages to quantity, payment, Inspection agency, destination, delivery place etc) will only be considered for evaluation purpose. In other words, discounted rates linked to quantities, prompt payment etc.will be ignored for determining inter-se position.</p> <p>Purchaser, however, reserves the right to use the discount rate / rates considered workable and appropriate, for counter offer to the successful tenderers.</p>	<p>(ii) Evaluation Criteria:- Tenderers should show the discount in the rate schedule / financial bid only, instead of anywhere else in the offer. Discounts not shown at designated place will be summarily ignored for assigning inter-se ranking of offers. However, the same shall be availed while placing order(s). Purchaser, however, reserves the right to use the discount rate / rates considered workable and appropriate, for counter offer to the successful tenderers.</p>

This is issued with the approval of the Competent Authority.


(A.PRADEEP)
 Dy.CMM/GP&Sales
 for Controller of Stores

Copy to :

PS to COS for kind information of COS.

CMM/M, CMM/E, CMM/G- for kind information.

All Purchase Officers, Secy. to COS.

All Depot Officers, All Divisional Stores Officers

Dy.CMM/IC to ensure that the above condition is incorporated in IMMIS & IREPS with immediate effect.

Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC

FA&CAO/WST/SC, Sr.AFA/SF/SC

All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.

NO.S.314.2P.VOL.VI.2015

Dt.03.02.2015.

OFFICE PROCEDURE ORDER NO.06/2015

Sub:- Tender Condition - Shelf Life Item- reg.

The following procedures requires to be adopted in the Tender Schedule and Purchase Orders.

1. The Material supplied should have shelf life of _____ days from the date of supply of material. (To be filled based on shelf life of material).
2. Further, Tender Schedule and Puchase Orders should be issued duly indicating staggered delivery schedule for shelf life items only and the delivery schedule should be clearly mentioned in the tender schedule as under.

Sl.No.	Quantity	Delivery Period.

This is issued with the approval of the Competent Authority.


(A. PRADEEP)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.
CMM/M, CMM/E, CMM/G- for kind information.
All Purchase Officers, Secy. to COS.
All Depot Officers, All Divisional Stores Officers
Dy.CMM/IC to ensure that the above conditions are incorporated in IMMIS & IREPS with immediate effect.
Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC
Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC
FA&CAO/WST/SC, Sr.AFA/SF/SC
All Section heads at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt 04.02.2015

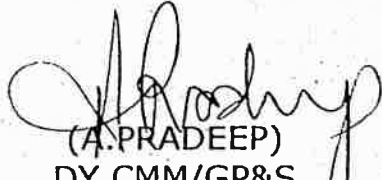
S/289/Scrap Policy/2014-15

OFFICE PROCEDURE ORDER – 07/2015

Sub : Joint Mechanical, Electrical, stores and Account JPO
dated 13.01.2015

Please find enclosed herewith a copy of Joint Procedure Order regarding accountal of reclaimable items (RC items) from Condemned rolling stock (Coaches and Wagons).

This is issued with the approval of competent authority.


(A. PRADEEP)
DY.CMM/GP&S
For Controller of Stores

Copy to: PS to COS for kind information of COS
CMM/G, CMM/M, CMM/E for kind information
FA&CAO/SC, FA&CAO/G, FA&CAO/S&W for kind
information please.
All Purchase officers, Secy to COS
All Depot Officers, All Divisional Officers
DY.CVO/S/SC, DY.CMM/Con/SC.



SOUTH CENTRAL RAILWAY

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Head Quarters office
Mechanical Branch
Secunderabad
Dt. 29.01.2015

No. M.61/C&W/P/Vol. VIII

**CEE, COS, FA&CAO and CSC
DRM/SC, HYB, BZA, GTL, NED and GNT**

Sub: Joint Mechanical, Electrical, Stores and Accounts JPO dated
13.01.2015

In connection with accountal of reclaimable items (RC items) from condemned rolling stock (coaches/wagons) a revised Joint Mechanical, Electrical, Stores and Finance departments Procedures office Order No. M. 61/C&W/P/Vol. VIII dated 13.01.2015 has been issued. A copy of the revised JPO is enclosed. The JPO may please be circulated to all the units/shops/depots under your control for strict compliance.

This JPO supersedes all the instructions issued earlier regarding RC items from condemned Rolling Stock.

Encl; As above (5pages)

2/5/15

hurry
29.1.15

(D. KrishnaMurthy)
Dy.CME/Frt./Hqrs.
For Chief Mechanical Engineer

Copy to:

**CWE, CRSE, CESE, CMM (Genl), FA&CAO(S&W)
CWM/TPTY, LGDS and RYPS
Sr.DME/C&W/ SC, HYB, BZA, GTL, NED and GNT
Principal/STC/LGD**

JOINT MECHANICAL/ELECTRICAL/STORES AND ACCOUNTS DEPARTMENTS
PROCEDURES OFFICE ORDER NUMBER M.61.C&W/P/VIII DT.13.01.2015.

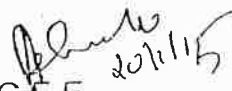
1. In modification of the Joint Mechanical, Electrical, Stores and Accounts departments Procedure Office Order M.65.PR.I.POO DT.05.03.1983, the following detailed instructions are issued for compliance in connection with the reclamation and accountal of useful components from Rolling Stock when condemned. These instructions will have immediate effect.
2. In order to ensure proper accountal of these reclaimable components, G.M. desired that all reclaimed materials should be handed over to the Stores Depots first and there after got issued for use by the Mechanical/Electrical Department. Brief description of the components and other useful items reclaimed generally from the Rolling Stock is furnished in Annexure 'A' (enclosed). These items should be brought to account in the manner explained hereunder by the Shops as well as by the Open Line Divisions.
3. **(i) Items reclaimed from condemned Rolling Stock in the Shops/Divisions.**
 - a) On condemnation of the Rolling Stock by the competent authority, the serviceable components should be listed out by the PE/DME/ADME and DEE/AEE (Shops/Divisions).
In case of Shops, the serviceable components of condemned rolling Stock which are held in stock, PE and AEE of Shops should hand over such items to the Stores Depot concerned for proper accountal through DS-8 under serviceable category. In case any of these serviceable items reclaimed from the condemned Rolling Stock is required for immediate use on the Shop floor, they should submit receipted requisitions (S-1313) along with DS-8 to the Stores Depot for proper accountal, indicating therein clearly the items which are reclaimed and retained from the condemned Rolling Stock. In case, of non-stock items which are serviceable, the same should be retained in the Shops and proper numerical records kept for recording receipt and issue of such materials against various works carried out on the Shop floor.
 - b) In case of Rolling stock proposed for condemnation by Shops and subsequently moved to Divisions for disposal by stores department, for any serviceable materials removed from such rolling stock by shops against various works carried out in the Shop floor, proper numerical records are to be kept for recording receipt and issue of those items. A list of such items removed by shops before sending out rolling stock from shops is to be made available to the concerned Divisions so as to list out the balance reclaimable items by the divisions.
 - c) In case of Divisions, DME/ADME should list out the serviceable components and retained in the depots/sheds and proper numerical records kept for recording receipt and issue of such materials against various works carried out in the Depot/Shed. For all stock items removed from condemned Rolling stock and retained in the divisions, they should submit DS-8 to the Stores Depot along with receipted requisitions (S-1313) for proper accountal, indicating therein clearly the items which are reclaimed from the condemned Rolling Stock have been retained in the Depot/sheds. In case, of non-stock items which are serviceable, the same should be retained in the Depot/Sheds and proper numerical records kept for recording receipt and issue of such materials against various works carried out on the Shop floor. Coaches shall be condemned by workshops only as per JPO issued by mechanical department vide JPO no.M.61/C&W/P/Vol VIII dated 16.12.2014. All immovable coaches shall be condemned in Divisions and for such coaches, DEE/AEE shall follow the above procedure for electrical RC items.
 - d) The non-stock items held in the custody of the PE and AEE of Shops and stock/ Non stock serviceable items held in the custody of DME/ADME&DEE/AEE of Divisions will be subjected to Accounts Stock Verification once in two years.

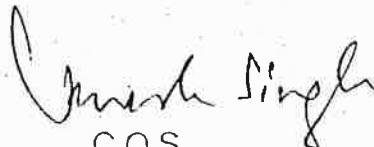
(ii) Items reclaimed by Stores/Mechanical/Electrical Departments at the time of breaking up of Rolling Stock by purchasers and before handing over of the assets to them.

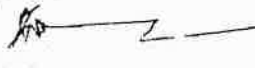
- a) For the Rolling stock condemned by workshops, PE, and for the Rolling stock condemned at Divisional level, Sr.DME should prepare necessary DS-8 for the rolling stock condemned and submit to stores department.
- b) The Reclaimable items which are available on condemned Rolling stock but not removed at the time of preparation of DS-8, all such items should be listed out and recorded on overleaf of the DS-8. However Electrical RC items shall be removed before preparation of DS-8s.
- c) After allotment of Lot number , auction sale by stores Department, and before the condemned Rolling Stock is handed over to the purchasers for cutting, a joint survey should be conducted by the representatives of the concerned Stores Depot staff not less than the rank of DMS, Inspectors of stores, Accounts or Accounts Stock Verifiers of Accounts Departments, representative of the Mechanical and Electrical Departments of (Shops as well as Divisions as the case may be), SIPP of the Security Department and the purchasers.
- d) The joint survey report should bring out complete particulars of the fittings/equipments which are reclaimable from the condemned Rolling stock at the stabling points, yards or the nominated sidings and it should be signed by all the representatives including the representatives of the purchasers so that the purchasers also become responsible for safe custody and return of these items in exact number shown in the survey report. Besides this, reclaimable articles should be stenciled as 'NOT AUCTIONED' wherever possible.
- e) A copy of the joint Report should be made available to the Stores Depot officer concerned, PE and AEE of Shops (in case DS-8 for the condemned rolling Stock submitted by Shops) and DME/ADME and DEE/ADEE of Divisions (in case DS-8 submitted by Divisions), Accounts Department. ASO (CIB) to the Security Department and the purchaser.
- f) After the cutting operations are over, it should be ensured that all the items that are listed out at the time of the joint survey have been correctly handed over by the purchaser to the official nominated by PE and AEE of Shops or DME/ADME&DEE/ADEE of Divisions for proper accountal.
- g) In case of Divisions, where the RC items are collected after cutting operations at way side stations and nominated sidings which are away from the Coaching/Wagon depots, Sr.DME/DME and Sr.DEE/DEE of divisions should make efforts to bring such material immediately to the Depots for safe custody. In case the RC items are not cleared from the site of collection immediately, proper security is to be arranged for the safe custody of RC items at the site of collection till such time the RC items are brought to the depots and properly accounted for.
4. In case where there is any discrepancy or loss in the reclaimable items as assessed by PE and AEE of Shops or DME/ADME&DEE/ADEE of Divisions and items finally reclaimed, the Mechanical/Electrical Department will have to investigate the causes for the discrepancy and fix staff responsibility jointly with security.
5. The following procedure is to be followed for The RC items collected from contractor at the time of delivery after cutting operations,

- a) The reclaimed items received after cutting operations is to be disposed as detailed at Para 3(i) (a) in case of Workshops and Para 3(i) (c) in case of Divisions.
 - b) Whenever such items are utilized for various repair activities in the Shops/Divisions, the Mechanical and Electrical Department should keep necessary numerical record to tally the physical balances at any point of time.
 - c) The items which are reclaimed by the Divisions from condemned Rolling stock and not required by divisions, the following procedure is to be followed.
 - i. RC items which requires overhauling/reconditioning/ testing before use in divisions shall be handed over to workshops by the Divisions by placing work orders (G 123.B) for Repair and return and proper numerical records kept for recording receipt and issue of such materials.
 - ii. In case of all other RC items not required for usage in Divisions, such RC items shall be handed over to workshops on material challan (ST-47) to workshops.
 - iii. On receipt of such RC items from Divisions on material challan (ST-47), Shops have to inspect and after overhauling/ reconditioning / testing, hand over those items to stores depot on DS-8 along with receipted requisitions (S-1313) to the Stores Depot for proper accountal.
 - d) Sr.DME and Sr.DEE should submit a monthly statement of balances of all RC items held in their custody to the Stores Department.
 - e) The Stores Department should regulate the recoupment of Imprest items (relating to such reclaimed parts/components) keeping in view the stock held at the Depot and at the Divisional level.
6. The issue of new items should be arranged only by the Stores Department taking into consideration the authorized extent of Imprest and the available reclaimable fittings with the Imprest holder. A review of all Imprest items should be conducted once in six months by the Mechanical Department and Electrical Department to avoid any surplus stock at the Depots.
 7. The indenting official should furnish the specimen signature of the staff authorized to sign the documents to the Depot Officer concerned for his/their record to correctly identify the staff physically drawing the materials before issuing any material from the Stores Depot. The documentation of the related transactions should be in the prescribed forms and no manuscript chits will be permitted.
 8. All concerned should follow these instructions strictly and ensure maximum use of the released components from the condemned Rolling Stock disposed off.


C.M.E. 13/1/15

 20/1/15
C.E.E.


C.O.S.


FA&CAO/3/15

Encl: Annexure 'A'

Annexure 'A'

List of components to be reclaimed from condemned coaches and Wagons (BG&MG)
after cutting of the Rolling Stock

I. Mechanical department items

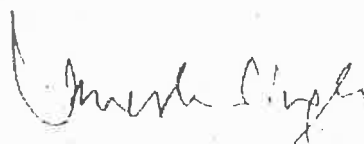
(a) Condemned Coaches (BG&MG)

1. Bogies complete with wheel sets
2. All axle boxes with bearings
3. All springs(LB, Coil)
4. Buffer/CBC complete fittings
5. Screw coupling set complete
6. Brake cylinder(Air Brake)
7. Distributor valve with CPB
8. Auxiliary Reservoir
9. Centre pivot
10. Wash basins & Wall protectors
11. Aluminium water tanks
12. Bio Toilet tanks
13. Stainless steel brake pipe and feed pipe.
14. Bronze wearing piece

(b). Condemned wagons (BG&MG)

1. Bogies complete with wheel sets
2. All axle boxes with bearings
3. All springs(LB and Coil)
4. Buffer/CBC complete fittings
5. Distributor valve with CPB
6. Brake cylinder(Air Brake)
7. Auxiliary Reservoir
8. Centre pivot
9. SAB
10. Swing and flap doors
11. Striker casting

PE/Dy.CME in Shops and Sr.DME/DME (C&W) in Divisions will ensure that all other reclaimable fittings from coaches and wagons, other than the items shown above, are reclaimed before handing over the condemned assets to Stores Department. Maximum these 14/11 items shown above can be left for reclamation after cutting. However, in case coaches/wagons are not having any of the 14/11 items mentioned above, specific endorsement should be made on the DS8 and joint handing over note signed by the representatives of Stores, Mechanical, Accounts and Security Departments.



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II. Electrical Department Items

(a) TL Coaches

1. Alternator with regulator including tension rods
2. Battery sets
3. Carriage Fans/Light fittings

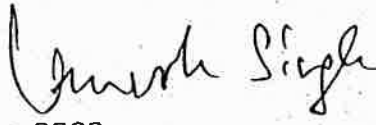
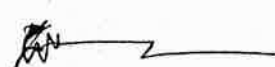
(b) AC Coaches

1. Alternator with Regulator including Tension rod
2. Battery sets
3. AC equipment complete u/s or RMPU with Control Panel
4. Battery charger
5. WRAs
6. Inverters with panel
7. Carriage Fans/light fittings
8. Power panel

etc. declared as useful by the Survey Committee at the time of condemnation and any other useful components noticed while handing over the condemned rolling stock by the Electrical Department.

ALL THESE ELECTRICAL ITEMS SHOULD INVARIABLY BE REMOVED BEFORE HANDING OVER THE CONDEMNED COACHES TO STORES DEPARTMENT FOR DISPOSAL.

AEE/TL or Authorised representative of the Electrical Department should ensure that all such items are reclaimed before handing over condemned assets to stores department.



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SOUTH CENTRAL RAILWAY

Headquarters office
Stores Branch
Rail Nilayam
Secunderabad-71
Dt 02.04.2015

S/289/Scrap Policy/2014-15

OFFICE PROCEDURE ORDER - 08 /2015

Sub : Joint Mechanical, Electrical, stores and Account JPO
dated 13.01.2015.

Ref : 1.This office Joint Procedure Order No.07/2015
dt.04.02.2015.

2. Dy.CME/Frt/HQRS/SC's letter NO.M.61/C&W/P/
Vol.VIII dt.29.01.2015.

Please find enclosed herewith a copy of amendment to JPO
regarding accountal of reclaimable items (RC items) from
Condemned rolling stock (Coaches and Wagons).

This is issued with the approval of competent authority.


(A.K.RAWAT)
DY.CMM/GP&S
For Controller of Stores

Copy to: PS to COS for kind information of COS
CMM/G, CMM/M, CMM/E for kind information
FA&CAO/SC, FA&CAO/G, FA&CAO/S&W for kind
information please.
All Purchase officers, Secy to COS
All Depot Officers, All Divisional Officers
DY.CVO/S/SC, DY.CMM/Con/SC

CMM/G, CMM/E

5016
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SOUTH CENTRAL RAILWAY

3503.11
W/Sch
05/01/2015
117

Headquarters Office,
Mechanical Branch,
Rail Nilayam,
Secunderabad.
Dt: 26.03.2015

No.M.61/C&W/P/ Vol.VIII

CEE, COS, FA&CAO and CSC
DRM/SC, HYB, BZA, GTL, NED and GNT

Sub: Issue of Amendment to JPO No. M.61/C&W/P/ VIII dated 13.01.2015
Ref: This office letter even number dated 29.01.2015.

Further to this office Letter under reference, an Amendment to Annexure 'A' Item - II of RC items list of Electrical department of JPO No. M.61/C&W/P/ VIII dated 13.01.2015 is issued. Copy of the Amendment is enclosed.

The above Amendment to JPO may please be circulated to all the Units/shops/depots under your control for strict compliance.

Encl: As above

(D.Krishna Murthy)
Dy.CME/Frt./Hqrs./SC

Copy to:

CWE, CRSE, CESE, CMM (Genl), FA&CAO(S&W)
CWM/LGDS, TPTY and RYPS
Sr.DME/C&W/SC, HYB, BZA, GTL, NED and GNT
Principal/STC/LGD



Subj: Amendment to JPO No M 61/C&W/P/III dated 13.01.2015

The modifications to list of RC items of Electrical department as per Annexure 'A' item - I of above JPO is as under.

Existing	Revised
<p>(a) <u>TL Coaches</u></p> <ol style="list-style-type: none"> 1. Alternator with regulator including tension rods 2. Battery sets 3. Carriage Fans/ Light fittings <p>(b) <u>AC Coaches</u></p> <ol style="list-style-type: none"> 1. Alternator with Regulator including tension rods 2. Battery sets 3. AC equipment complete u/s or RMPU with Control Panel 4. Battery charger 5. WRAs 6. Inverters with panel 7. Carriage Fans/Light fittings 8. Power panel <p>etc. declared as useful by the Survey Committee at the time of condemnation and any other useful components noticed while handing over the condemned rolling stock by the Electrical Department.</p> <p>ALL THESE ELECTRICAL ITEMS SHOULD INVARIABLY BE REMOVED BEFORE HANDING OVER THE CONDEMNED COACHES TO STORES DEPARTMENT FOR DISPOSAL.</p> <p>AEE/TL or Authorised representative of the Electrical Department should ensure that all such items are reclaimed before handing over condemned assets to stores department.</p>	<p>(a) <u>TL Coaches</u></p> <ol style="list-style-type: none"> 1. Alternator including tension rods 2. <u>Regulator</u> 3. Battery sets 4. Carriage Fans/Light fittings <p>(b) <u>AC Coaches</u></p> <ol style="list-style-type: none"> 1. Alternator including tension rods 2. Regulator 3. Battery sets 4. AC equipment complete u/s or RMPU with Control Panel 5. Battery charger 6. WRAs 7. Inverters with panel 8. Carriage Fans/Light fittings 9. Power panel <p>etc. declared as useful by the Survey Committee at the time of condemnation and any other useful components noticed while handing over the condemned rolling stock by the Electrical Department.</p> <p>ALL THESE ELECTRICAL ITEMS SHOULD INVARIABLY BE REMOVED BEFORE HANDING OVER THE CONDEMNED COACHES TO STORES DEPARTMENT FOR DISPOSAL.</p> <p>AEE/TL or Authorised representative of the Electrical Department should ensure that all such items are reclaimed before handing over condemned assets to stores department.</p> <p>However item (a) 1, (b) 1 i.e. alternator with tension rod need not be removed in LGD shops up to 31.03.2016 due to capacity constraints at LGD shop. Facilities are being extended at LGD workshop and are likely to be ready by 31.03.2016. Therefore, Divisions shall handover alternator and tension rod to POH shops along with bogie after cutting and disposal of the coach up to 31.03.2016, thereafter it shall be removed by shop before condemnation.</p>

[Signature]
CME 25/3/15

[Signature]
CEE 26/3

[Signature]
128
COS 26/3/15

[Signature]
26/03/15
FA & CAO(S&W)

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad - 71.
Dt.13.04.2015.

NO.S.232.Tender & Purchase Procedure

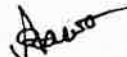
OFFICE PROCEDURE ORDER NO.09/2015

Sub:- Addition of Terms & Conditions in Purchase Orders.

In order to prevent any complications in contract management, the following clause mentioned below should be incorporated in all the Purchase Orders issued by COS/SC.

“The firms should strictly adhere to the terms and conditions of the purchase order and should not act upon any instruction from any other authority other than written instructions from the contract issuing authority”

This is issued with the approval of the Competent Authority.


(A..K.Rawat)
Dy.CMM/GP&Sales
for Controller of Stores

Copy to :

PS to COS for kind information of COS.

CMM/M, CMM/E, CMM/G- for kind information.

All Purchase Officers, Secy. to COS.

All Depot Officers, All Divisional Stores Officers

→ **Dy.CMM/IC to ensure that the above condition is incorporated in IMMIS & IREPS with immediate effect.**

Dy.CVO/Stores/SC, Dy.CMM/C at CAOR/O/SC

Principal/STC/SC, Sr.SM/EDP/SC, MPS/SC

FA&CAOWST/SC, Sr.AF/VSF/SC

All Section heads at Hqrs.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S.232.Tender & Pur. Procedure

दि Dt.03.07.2015

OFFICE PROCEDURE ORDER No.11/2015

विषय :Sub:- Paper securities (FDRs/ BGs) pertaining to Hd Qrts Offices, which were dealt centralized, is now decentralized & to be sent to the respective Associate Accounts Officer (FA&CAO/S&W, AAO/EXP/ or any other Accounts officer) as the case may be.

संदर्भ :Ref:- FA&CAO's letter No. ABK/DO 3/ Realization Dt.24.06.2015

With reference to the subject above, please find enclosed FA&CAO's letter mentioned under reference for further guidance. This is to be implemented with immediate effect.

This is issued with the approval of the Competent Authority.

(ए. के. रावत A.K.RAWAT)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G,CMM/M,CMM/E

Dy.CMM/IC to incorporate the necessary modification in MMIS.

Sr.MPS/SC, Dy.CVO/Stores/SC,

All Purchase Officers, Depot & Divl.Officers

Dy.CMM/C at CAOR/O/Sc

Principal/STC/SC, Sr.SM/EDP/SC

FA&CAO/W&S/SC, Sr.AFA/SF/SC

All section Heads at Hqrs

Office of the
FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER,
SOUTH CENTRAL RAILWAY, RAIL NILAYAM,
SECUNDERABAD- 500 071.

PHONE NO.27786585, FAX No. 040 - 27823464

No.ABK/DO 3/Realization.

Date: 24.06.2015.

COS, PCE, CEE(Traction), CSC, CME, SDGM, Director/IRISET, Director/CTARA, CPRO, COM, CSTE, CCM, CPO/SC. MD/CH/LGD. FA&CAO/T, FA&CAO/S&W. Dy.CCM/PRS. Secretart to GM, Principal - STTC/MLY, ZRTA/MLY. Sr. EDPM/SC.

Paper Securities pertaining to Hd Qrts Offices are dealt with in Central Books Section O/o FA&CAO/SC, i.e. in compliance of the instructions contained in JPO No. 01/2006 dt.28-6-2006 (for BGs) and POO No.ABK/FDR/2010 Dt. 02-02-2011 (for FDRs). Custody, correspondence with Executives, making available the lists detailing the BGs that are lapsing in the next three months to Executives, placing Demand notices on concerned Banks where ever needed are being attended to by AO/Books/HQ.

It has now been decided by FA&CAO that henceforth the work of handling the BGs/FDRs pertaining to HQ offices will be decentralised and dealt with by respective Bill Paying Accounts Officers/sections, such as (AAO/Stores Bills, AAO/EXP or any other Accounts Officer as the case may be.)

Henceforth, all Executives may identify the Associate Accounts Officer (FA&CAO/S&W, AAO/EXP & any other Accounts Officer) who will process payments under each Contract (PO/Agreement) issued, and send the related Paper Securities (FDRs/BGs) to that officer for safe custody and to attend to allied works. It should be noted that it is the responsibility of the Executive officer to ensure validity of instruments, and obtaining of extensions where ever needed, obtaining confirmation/ legal opinion for each item, duly complying to the Board's guidelines on the subject.

This is to be implemented with immediate effect.


(Purnima M. Cherla)
FA&CAO/G

Copy to

FA&CAO/S&W may nominate an Accounts Officer to takeover the existing BGs/FDRs pertaining to Stores Accounts held by AO/Books.

AAO/Exp to takeover the existing BGs/FDRs pertaining to General Accounts held by AO/Books.



SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch,
Rail Nilayam,
Secunderabad -71
Dt: 07/07/2015

No.S/140/II/VOLV/2014-15

OFFICE PROCEDURE ORDER No. 12 /2015

Sub: Inclusion of Customs Duty charges in the declaration and
bill of claim- Marine Insurance Contract 2015-16.

Ref: Dy.Diretdor Finance (Stores)-I Ltr.No. 2014/F(S)1/IS/1
Dt.12.05.2015

With reference to the subject above, please find enclosed Railway
Board's letter under reference for further guidance.

This is issued with the approval of the Competent Authority.



(ए. के. रावत A.K.RAWAT)

उपमुसाप्र/जीपी व. एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G,CMM/M,CMM/E

Dy.CMM/IC to incorporate the necessary modification in MMIS:

Sr.MPS/SC, Dy.CVO/Stores/SC,

All Purchase Officers, Depot & Divl.Officers

Dy.CMM/C at CAOR/O/Sc

Principal/STC/SC, Sr.SM/EDP/SC

FA&CAOW&S/SC, Sr.AFA/SF/SC

All section Heads at Hqrs

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2014/F(S)1/IS/1

New Delhi, dated 12-05-2015.

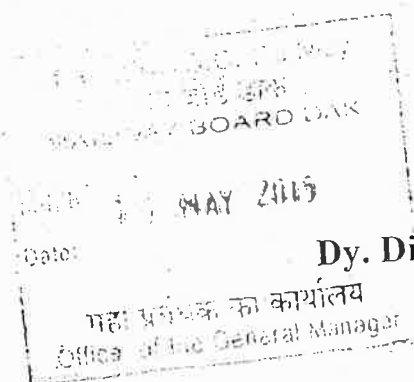
The Controller of Stores,
The Chief Material Managers,
All Indian Railways and Production Units.
COFMOW, Tilak Bridge,
New Delhi.

**Sub: Inclusion of Customs Duty charges in the declaration
and bill of claim – Marine Insurance Contract
2015-16.**

References have been received from COFMOW seeking clarification whether the customs duty paid by the Indian Railways against the import contracts is covered under the Marine Insurance contract.

The matter was discussed with the New India Assurance Co. Ltd. who have no objection to the inclusion of charges of customs duty, as applicable, in the declaration and bill of claim for settlement of claim under Marine Insurance Contract 2015-16.

All the Zonal Railways are requested to include charges of customs duty, as applicable, in the declaration and bill of claim for the settlement of claim under Marine Insurance Contract 2015-16. In all the declarations the amount of customs duty should be mentioned separately, as applicable, in the Marine Declaration.



AM
12-05-2015
(Ashok Kumar)
Dy. Director Finance (Stores) I
Railway Board.

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2016

OFFICE PROCEDURE ORDERS - YEAR 2016

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SOUTH CENTRAL RAILWAY

Headquarters Office,
Stores Branch, Rail Nilayam,
Secunderabad.
Date : 12.02.2016

No. S/289/Scrap Policy/2016

Office Procedure Order No. 01 /2016

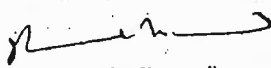
Sub: Implementation of the recommendations of the committee for Speedier Scrap Disposal.

Ref: 1. Railway Board's letter No.2015/RS(S)/709/5 dated 29.01.2016.
2. Railway Board's letter No.2015/RS(S)/709/5 dated 02.02.2016.

For speedier scrap disposal, the recommendations made by the Senior Level Committee of SAG Officer has been accepted by Railway Board vide above referred letters (enclosed).

The recommendations of the committee as accepted by Railway Board may be implemented and necessary modifications/amendments to the auction conditions may be ensured.

Encl: As above


(Ramesh Gaikwad)
Secy. to COS
For Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G, CMM/E & CMM/M
FA&CAO/W&S/SC, FA&CAO/SC, Sr.AFA/SF/SC, CTE/SC for kind information.
All PHODs, DRMs & All CWMs.
Dy.CVO/Stores/SC
All Purchase Officers, Depot & Divl. Officers
Dy.CMM/GP&S & Dy. CMM/IC: with ref. to Para 6.1 to 6.6, 7.5.4 and 8.6, to follow up with nominated Rly./CRIS for carrying out modifications and 7.1 (i to iii) for inclusion in MMIS.
Sr.MPS/SC, Dy.CMM/Con/SC, Sr.SM/EDP/SC, Principal/STC/SC.
All Section-in-Charges of COS Office

CMM/G

5/2/16

(P)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
RAILWAY BOARD

603
5/2/16

No.2015/RS(S)/709/5

New Delhi, dated 02.02.2016.

General Manager,
CRIS,
ITPI Building,
Near Police Headquarter,
ITO, New Delhi.

Sub: Implementation of the recommendations of the committee for speedier Scrap Disposal.

Ref : Board's letter of even No. dated 29.01.2016 (copy enclosed).

During the Budget Speech of 2015-16, Hon'ble MR had stated that Scrap Disposal policy of Indian Railway will be reviewed for speedier Scrap Disposal. In this connection, a senior level Committee of SAG Officers was constituted to examine all aspects of scrap disposal. The recommendations made by the Committee, as accepted by Board have been advised to Railways vide letter under reference.

For implementation of some of the recommendations, systemic changes are required in the existing IREPS system for sale of scrap. From the enclosed letter, it can be seen that the modifications in IREPS system are required to be carried out as indicated in para 6.1 to 6.6, 7.1(i to iii), 7.5.4 and 8.6 of the referred letter and some of these modifications have to be carried out in consultation with the nominated Zonal Railways.

CRIS may undertake the work of modification of the system as indicated in the Board's letter referred above and complete it within three months time. The progress made in this regard should also be advised to Board regularly.

(C.V. Raman)

Executive Director Railway Stores (C)
Railway Board.

Copy to : COS, NR, SCR, ER – with a request to kindly nominate one SAG officer of their Railway to coordinate with CRIS on their related issues.

EDCE(P) – for taking necessary action with reference to para 2 and 7.1(ii and iii) of Board's letter referred above.

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
RAILWAY BOARD

No.2015/RS(S)/709/5

New Delhi, dated 29.01.2016.

General Manager,
All Indian Railways and
Production Units.

Sub: Review of the Scrap Disposal Policy for speedier Scrap Disposal.

During the Budget Speech of 2015-16, Hon'ble MR had stated that Scrap Disposal policy of Indian Railway will be reviewed for speedier Scrap Disposal.

In this connection, a senior level Committee of SAG Officers was constituted to examine all aspects of scrap disposal. The recommendations made by the Committee, as accepted by Board are given in Annexure-I.

The recommendations of the Committee as accepted by the Board may be implemented forthwith. Necessary modifications /amendments to the auction conditions may be ensured.

This issues with the concurrence of Finance Directorate of this Ministry.

Receipt of this letter may please be acknowledged.


(C.V. RAMAN)

Executive Director Railway Stores (C)
Railway Board.

Contd.....2/-

2015/RS(S)/709/5

New Delhi, dated 29.01.2016.

Copy forwarded for information and necessary action to:-

1. Controller of Stores, Principal Chief Engineers, CSTEs, CMEs and FA&CAOs of All Indian Railways and Production Units.
2. COS, W&AP, Bangalore.
3. COS, COFMOW, New Delhi.
4. Director General, RDSO, Lucknow.
5. A.D.A.I. Railways, New Delhi with 10 spares.
6. DG/RSC, Vadodara, Directors/IRIMEE, Jamalpur/IRICEN, Pune
IRISET, Secunderabad and IREE, P.B.No.33, Nasik Road, Maharashtra.
7. V-IV, RS(G), FS(I), Track, M(W), M(N), M(C) & ML Branches in
Railway Board's Office.


(C.V. RAMAN)
Executive Director Railway Stores (C)
Railway Board.

Copy to:-

PSO/CRB, PSO/MS, PSO/ME, Sr.PPS/MM, PPS/FC, PPS/MT, PPS/ML &
PPS/SECY/RB

AM(CE), AM(W), AM(ME), AM(F), AM(RS), AM(PU), Adv.(Vig.), DG/RPF

EDV(S), EDF(S), EDCE(P), ED(W), EDME(TR.), EDME(Chg.), EDME(Fr.),
EDME(W), EDTT(M), EDRS(G), EDRS(S), EDME(Proj.), DF(S)

Recommendations of the committee	Boards remarks on the Recommendation as concurred in by Finance
<p>1. <u>Disposal of redundant line/structures and sidings:</u> In order to have speedier disposal, it is recommended that the redundant line/structures and sidings should be disposed on 'as is where is' basis. In this regard relevant JPOs formulated on SCR for redundant line/structures and sidings are enclosed as Annexure 'III' and 'IV' respectively which may be followed by all the Railways.</p>	<p>1. Accepted. Each Railway should issue its own JPO in line with that of SCR. (Copy of JPO No. 2/2008 and 16/2006 of SCR is enclosed)</p>
<p>2. <u>Obsolete Materials:</u> Since TMS (Track Management System) is now fully operational, the list of obsolete materials may be offered in TMS itself so that the other zonal railways can also visit TMS and see the availability of obsolete materials. The list may be circulated through TMS to all zonal railways. In case no response is received in one month's time, the same may be surveyed by the standing survey committee of the division and should be offered for sale after declaring them as scrap.</p>	<p>2. Accepted for implementation after modification in TMS and complete implementation of TMS on all Zonal Railways/ Divisions.</p>
<p>3. <u>PSC Sleepers</u> (i) <u>Class III Sleepers:</u> These scrap PSC sleepers should be sold on 'as is where is' basis and should be handed over to purchasers on as is where is basis. Purchasers should not be permitted for breaking of these sleepers in the railway premises. This should be disposed through e-auction as is the practice now. If feasible, the zonal railways may also try for disposal of these concrete sleepers on annual contract basis.</p>	<p>3(i) Accepted</p>
<p>(ii) <u>Class II Sleepers:</u> Since the system of disposal of the Class II sleepers through e-auction has failed, the CTE of the zonal railways should be given powers to allot these Class II sleepers to siding owners on 'first come first' basis as per the rates provided in stores code for serviceable materials duly loading the codal charges as applicable as per Stores Code.</p>	<p>3(ii) Accepted</p>
<p>4. <u>Depot Scrap:</u> (i) <u>Work Shops:</u> It is recommended that in work shops a separate area may be nominated where separate bins may be created for different types of scrap. The shop in-charge should be provided with suitable pallets in each shop floor for different types of scrap. Once these pallets are full, the same may be transported to these nominated bins and the scrap may be unloaded at nominated bin. Once, a sizeable quantity of scrap is accumulated in the bins, the same may be immediately transported to Stores Depots, in segregated condition,</p>	<p>4(i) Not accepted. However, workshop should send the scrap regularly to the attached/nominated depots after segregation to the extent possible.</p>

Annexure to Board's Letter No 2015/RS(S)/709/5 dated --29.01.2016		Annexure-I
Recommendations of the committee		Boards remarks on the Recommendation as concurred in by Finance
through Road transport. Shops may finalize suitable Road Transport Contract/ Handling contract for this work if need be.		
5. System and procedure of disposal including e-auction		5.1 Accepted. However, the Railways to procure Electronic Weighing Machines(EWMs) from within the existing provisions.
5.1 Scrap Rails: CTE of zonal railway may be nominated to asses the requirements of EWM for the zone in a centralised manner and initiate consolidated indent for provision of EWM to all the SSEs/P.Way. The EWMs may be of 2 MT or 5 MT capacity as per the need. These are available under DGS&Ds rate contract and should be procured and supplied to all SSEs/P.Way in 3 months time. CTE should be nominated to implement this.		
5.2 Depot Scrap: The system of survey by survey committee and its sanction should be abolished for all depot scrap received as scrap through DS-8. The survey sheet generated after lot formation should be sanctioned by depot officer himself and lot should be put for sale. For surplus items, the existing system may continue.		5.2 Accepted
6.0 e-Auction:		6.1 Accepted.
6.1 Auto acceptance of Bids: It is recommended that system of auto acceptance of bids with suitable security features to maintain secrecy of RP should be devised and implemented in the e-Auction portal.		The present system in e-auction does not permit auto decryption of Reserve Price. CRIS will explore the possibility of auto acceptance feature with suitable security features. The same can be deployed initially in Northern Railway. This can be extended to other Railways based on feedback.
6.2 Provision to restart the bidding of rejected lot: In order to expedite the sale, it is recommended that that a provision may be made by CRIS in e-auction platform wherein, in case the rejected bid is within 1% lower range of RP fixed, the auction conducting officer should be able to restart the bidding of such lots. This provision of restarting the bid may be suitably notified as condition of auction/sale in advance so that the purchasers are aware of the same. CRIS's representative indicated that the same facility can be provided and bidders will get indication of such lots where bidding is restarted.		6.2 Accepted for Trial. CRIS shall develop the system and trial shall initially be conducted in Northern Railway. Based on feedback from the Railway, final decision shall be taken for deployment in all Indian Railways.
6.3 Rate contracts through e-auction: It is recommended that for such identifiable items of same nature having regular arising, 3 months quantity may be auctioned through e-auction at a time in anticipation of arisings specially by shop attached scrap		6.3 Accepted. Eastern Railway is nominated as nodal Railway for development in association with CRIS.

Annexure to Board's Letter No 2015/RS(S)/709/5 dated --29.01.2016

Recommendations of the committee	Boards remarks on the Recommendation as concurred in by Finance												
<p>Once the purchaser deposits the BSV through payment gateway, the auction conducting officer/Depot officer should get an electronic message through sms/email indicating that the purchaser has deposited the BSV. Thereafter, the Depot officer/Sr.DMM should be able to generate delivery order electronically through his e-token. This digitally signed delivery order should be forwarded to purchaser on line. The purchaser should also be in a position to take out the print out of the digitally signed delivery order. A copy of this delivery order should be forwarded in the PDF format to TMS portal so that the concerned SSEs/P.Way, and Sectional Sr DEN/DEN will be able to log in and see the same and take a printout.</p>													
<p>(iii) Sectional Sr.DEN/DEN concerned should fix up the programme within next 3 days and communicate the same by e-mail to purchaser and an SMS alert can also be sent to the purchaser. Purchasers mobile no. and e-mail id can be captured while registering them in e-auction portal and this information may be added as an additional information for already registered purchasers. Purchasers e-mail address and mobile no., can also be printed in bid sheets.</p>													
<p>(iv) The recommended time line for disposal of rail scrap as communicated vide Railway Board's letter No. 2012/RS(S)/709/4 dated 29.05.2012, may be modified as below, considering the above facts:</p>													
<table><tr><th>Sl. No.</th><th>Particulars</th><th>Time frame</th></tr><tr><td>(i)</td><td>Collection and formation of material to be offered in lots</td><td>4-6 weeks (for manual works) 1-2 weeks (for mechanized works)</td></tr><tr><td>(ii)</td><td>Joint Inspection by stock verifier and SSE/P.Way and preparation of survey sheets and sending to Divisional Headquarter. For approval</td><td>2 weeks</td></tr><tr><td>(iii)</td><td>Verification of the survey sheets and required test checks at Divisional level and sanction by</td><td>1 week</td></tr></table>	Sl. No.	Particulars	Time frame	(i)	Collection and formation of material to be offered in lots	4-6 weeks (for manual works) 1-2 weeks (for mechanized works)	(ii)	Joint Inspection by stock verifier and SSE/P.Way and preparation of survey sheets and sending to Divisional Headquarter. For approval	2 weeks	(iii)	Verification of the survey sheets and required test checks at Divisional level and sanction by	1 week	
Sl. No.	Particulars	Time frame											
(i)	Collection and formation of material to be offered in lots	4-6 weeks (for manual works) 1-2 weeks (for mechanized works)											
(ii)	Joint Inspection by stock verifier and SSE/P.Way and preparation of survey sheets and sending to Divisional Headquarter. For approval	2 weeks											
(iii)	Verification of the survey sheets and required test checks at Divisional level and sanction by	1 week											

Recommendations of the committee	Boards remarks on the Recommendations as concurred in by Finance
depots where arising are regular. Suitable conditions as applicable for finalisation of rate contract as available on E.Rly through tender may be adopted and uploaded as Rate contract conditions in e-auction portal. This will be a fixed price sale and a clear indication should be available in catalogue that this is a rate contract.	
<p>6.4 Accountal of EMD received through e-auction: The Committee recommends that the e-Auction system developed by CRIS should generate a money receipt (MR) as soon as 10% money has been transferred by the Bank from the bidder's account to the Railway account. This computer generated MR statement should then be signed by the Auction conducting officer and sent to the cash office for further accountal as per existing codal provision. Railway Board may issue instructions to this effect. The same method can be extended as when it is decided to receive BSV payment through bank. In case a payment gateway is considered for receiving payment, similar guidelines in line with the one adopted for FOIS may be issued by Railway Board.</p>	<p>6.4 Accepted. CRIS will develop the system. FA&CAOs of all Indian Railways to do the reconciliation on regular basis.</p>
<p>6.5 It is recommended that till e-Auction portal is modified for payment of Balance Sale Value (BSV) through payment gateway, all payments should be done only through RTGS.</p>	<p>6.5 Accepted. CRIS will develop the system. Till the system is developed fully by CRIS, existing payment system to continue. However, Railways to take action to promptly switch over to RTGS system of payment.</p>
<p>6.6 It is recommended that e-Auction portal should be able to generate report of VAT deposited and Income Tax deposited. This will reduce unnecessary paper work in depot and the return can be filed with tax authorities based on these reports as will be available from e-auction portal.</p>	<p>6.6 Accepted. South Central Railway shall submit the format of the report to CRIS. CRIS will develop the system.</p>
<p>7.0 System and procedure of delivery of scrap to the purchasers:</p>	<p>7.1</p>
<p>7.1 P.Way Scrap:</p>	<p>(i) to (iii) Accepted. CRIS will develop the system, after payment gateway for BSV is implemented.</p>
<p>(i) The present e-auction portal should be further modified to allow payment of BSV through e-auction portal itself by providing suitable gateway.</p>	<p>7.1(iv) The revised timeframe as given below is Accepted</p>
<p>(ii) The proposal of CRIS (draft MOU) sent to Railway Board to enter into MOU with SBI through e-pay solution for payment of BSV through gateway may be cleared by Board expeditiously so that payment of BSV through gateway by e-portal can be implemented.</p>	

Recommendations of the committee			Boards remarks on the Recommendations as concurred in by Finance
	Sectional Sr.DEN/DEN concerned.		
(iv)	Verification of lots by Stores department along with super check, if any and inclusion of the lot in auction	2 weeks	
(v)	Disposal through auction by Stores department	3 weeks	
(vi)	Delivery of the material to purchaser	7 weeks	
	Total	21 weeks (manual) 17 weeks (mechanized)	

Revised Time Frame for different Activities.

Sl. No.	Particulars	Time frame
(i)	Collection and formation of material to be offered in lots	4-6 weeks (for manual works) 1-2 weeks (for mechanized works)
(ii)	Joint Inspection by stock verifier and SSE/P.Way and preparation of survey sheets and sending to Divisional Headquarter for approval	2 weeks
(iii)	Verification of the survey sheets and required test checks at Divisional level and forwarding for approval of CTE office	2 weeks
(iv)	Scrutiny of survey sheet, approval of survey sheet by CTE and forwarding to COS office	1 Week
(v)	Verification of lots by Stores department along with super check, if any, and inclusion of the lot in auction	3 weeks
(vi)	Disposal through auction by Stores department	3-4 weeks
(vii)	Delivery of the material to purchaser	6-7 weeks
Total		21-25 weeks (manual) 18-21 weeks (mechanized)

7.2 Payment and Delivery time:

- i) The payment time is recommended to be modified for P.way scrap and other line lots in view of increased liquidity in the market, as under:

SN	Sale value of the lot	Free time allowed for payment	Free time allowed for delivery	No. of Installments permissible for payment
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7.2 (i) and (ii) Accepted

7.2(iii) Accepted subject to that ADRM authorized only where the Auction is done by Divisional Officer but where Auction is conducted by Depot officer, the present system to continue

Recommendations of the committee

Boards remarks on the Recommendation as concurred in by Finance

		of BSV reckoned from the date of acceptance of Bid	reckoned from the date of acceptance of Bid.	
1	Upto & Incl Rs 3 lakh	10 days		1
2	Exceeding Rs 3 Lakh and Upto Rs 5 lakh	15 days	50 days	1
3	Exceeding Rs 5 lakh and Upto Rs 15 lakh			2
4	Exceeding Rs 15 lakh			3

- (ii) No changes in the outer limit of payment time of 40 days with interest or free delivery period of 50 days are recommended considering the various constraints involved in delivery of P.way scrap.
- (iii) However, in case of P.way scrap and other line lots, the powers to extend delivery period from 50 days to 65 days without ground rent, in deserving cases, which are at present delegated to only CMM and COS should also be delegated to ADRM in division for delivery of all types of line lots.

7.3 **Depot Scrap:**

- (i) It is recommended that the payment time for the depot may be modified as below:

SN	Salv value of the lot	Free time allowed for payment of BSV reckoned from the date of acceptance of Bid	Free time allowed for delivery reckoned from the date of acceptance of Bid.	No. of Installments permissible for payment
1	Upto & Incl Rs 3 lakh	10 days	40 days	1

7.3 (i) to (iii) Accepted

8

Annexure to Board's Letter No 2015/RS(S)/709/5 dated --29.01.2016

Annexure-I

Recommendations of the committee					Boards remarks on the Recommendation as concurred in by Finance
2	Exceeding Rs 3 Lakh and Upto Rs 5 lakh	15 days		1	
3	Exceeding Rs 5 lakh and Upto Rs 15 lakh			2	
4	Exceeding Rs 15 lakh			3	
<p>(ii) Free payment period and free delivery period is recommended to be modified as below: If the purchaser fails to deposit balance sale value within the allowed period of 15 days from the date of Auction and requests for an extension of this period, the Railway Administration may at its discretion, on the merits of the case, allow further time not beyond 35 days from the date of Auction, subject to the levy of interest charges. However, Earnest money shall stand forfeited, if the purchaser does not deposit the balance sale value within the said period of 15 or 35 days as the case may be.</p>					
<p>(iii) Free delivery period shall be maximum 40 days from the date of bid acceptance as indicated in Para 7.3 (i). However, Railway Administration in deserving cases may extend the delivery period by 10 days over and above the prescribed period of 40 days.</p>					
7.4	<p><u>Delivery time in special circumstances:</u> In cases which requires more time for cutting like bridge girders, microwave towers etc., CMM/Sales at HQ may be empowered to allow the free delivery period of that lot as 80 days. However, this free delivery period should be fixed in advance on recommendation of auction conducting officer duly recording proper justification for such enhanced free delivery period and should be published in the catalogue in advance as a special condition of sale so as to maintain equity of sales.</p>				7.4 Accepted
<p>7.5 Organisational and Structural Improvement 7.5.1 Scrap Disposal It is recommended that all JA grade depot/divisional /HQrs officers should be authorized to conduct the auction.</p>					7.5.1 Accepted. Powers to be restricted to only Stores officers.

Annexure to Board's Letter No 2015/RS(S)/709/5 dated --29.01.2016	Annexure-I
Recommendations of the committee	Boards remarks on the Recommendation as concurred in by Finance
<p>7.5.2 Divisional Organisation: <u>Provision of Post of Sr.DMM and disposal of line scrap by divisional stores organisation:</u> Divisionalisation has been found to be of immense help in expeditious disposal of scrap on SC. Railway. Since the scheme of divisionalisation lays down disposal of scrap by Sr.DMM, it is recommended that the scrap disposal should be decentralized to divisions for expeditious disposal of divisional materials. The existing post of AMM/DMM in divisions where there are no posts of Sr DMM should be upgraded to Sr.DMM by suitable provisions in Sales Construction estimates and Sr.DMMs should be authorized to conduct auction for all types of divisional materials. Similarly, all scrap depots should be headed by JA grade officer. Suitable provision may be made in sales/construction estimates.</p>	<p>7.5.2 Accepted. However, upgradation from AMM/SMM to be done where-ever possible, within the existing provisions in Sales /Construction estimates</p>
<p>7.5.3 Divisional organization: A suitable divisional sales organisation for disposal of scrap headed by Sr.DMM should be provided. A typical sales organization for division is recommended as below: CDMS-1 DMS-2 OS/Sr. Clerk/clerk-2 These posts may be created by re-deployment/transfer from major stores depots. COS should be empowered to transfer/redeploy these posts without any finance concurrence keeping the overall sanctioned strength of all the Depots/Headquarters as same. Zonal Railways may gradually switch over to the system of disposal of scrap through divisions wherever the same is not in practice.</p>	<p>7.5.3 It is a model illustration. Divisional Sales organization should be strengthened by redeployment/transfers as per the existing practice of zonal Railways. In regard to Disposal of Scrap by Divisions, instructions have already been issued to Railways with Finance concurrence vide Letter No 2001/RS(S)/709/20 dt 29/12/15.</p>
<p>7.5.4 Fixation of RP: In cases where the rejected bids are within 1% of RP fixed, the auction conducting officer should be able to restart the bidding.</p>	<p>7.5.4 Accepted. CRIS shall be asked to develop the system and trial shall initially be conducted in Northern Railway. Based on feedback from the Railway, final decision shall be taken for deployment in all Indian Railways.</p>
<p>3.0 Other Suggestions 8.1 Lot size: At present the lot size is restricted to 500 MT and Rs 1.00 Cr whichever is lower. Since now e-auction platform is available, and with improvement in liquidity in market, it may be revised to 750 MT or Rs 2.00 Cr whichever is lower.</p>	<p>8.1 Available limit on Tonnage and Value is sufficient. However, in exceptional cases, if felt necessary, COS can give exemption upto 750 MT or 2 crore whichever is lower.</p>

7

Annexure to Board's Letter No 2015/RS(S)/709/5 dated --29.01.2016		Annexure-I
Recommendations of the committee		Boards remarks on the Recommendation as concurred in by Finance
8.2	<p><u>Delegation of Powers to grant extension in payment time with full interest charges and delivery time will full ground rent:</u></p> <p>Full powers should be given to scrap depot officer for depot lots and Sr.DMM of the division for all line lots for extension of payment time upto 40 days for line lots and 35 days for depot lots with full interest charges including date of auction and extension of delivery time by another 30 days beyond the original free delivery period indicated in the bid sheet with full ground rent.</p>	8.2 Accepted. In case where Sr. UMM/JAG Stores Officer Is posted.
8.3	<p><u>Exemption of items from Survey Committee:</u></p> <p>(i) All the scrap received at the scrap depot through DS-8 should be exempted from survey.</p> <p>(ii) For other line materials excluding Shed Scrap and Scrap Rails and P.way Scrap, each division should have a standing survey committee consisting of Sr.DMM, Sr.DEN/Sr.DEE/Sr.DSTE as the case may be and DFM of the division to undertake survey of any material other than scrap rails and P.way scrap available on line. The power to sanction such survey committee report should be delegated to ADRM.</p>	8.3 (i) Accepted (ii) Accepted
8.4	<p><u>Direct delivery to end users for speedier scrap disposal:</u></p> <p>The delegation of power for acceptance of sale tender should be same as that applicable for purchase cases including direct acceptance power since at present, no uniform delegation regarding acceptance of sale tenders are available from Railway Board.</p>	8.4 Accepted, with Direct Acceptance by minimum JAG level Stores officer, in line with powers of conducting auction only by JAG officers.
8.5	<p><u>Penal action against purchaser:</u></p> <p>In case of frequent default of purchaser in deposition of balance delivery or in case of misbehavior/unruly behavior of the purchaser at the time of taking delivery of materials, or committing any fraud/criminal activity or forging of documents by the purchasers, railway should be authorised to ban the purchaser from participation in auction for a specified period of time, say upto 3/6 months or in cases of gross misconduct or involvement in serious criminal cases at the time of delivery etc., railway may be authorized to permanently ban the purchaser from participation in auction. This will be approved by CMM/Sales at HQ on the recommendation of auction conducting officer based on the field report.</p>	8.5 Not Accepted. However, Procedure/instructions applicable for Suspension/Banning of Suppliers (in supply contracts) may be followed in respect of Purchasers of Scrap.

Annexure to Board's Letter No 2015/RS(S)/709/5 dated --29.01.2016		Annexure-I
Recommendations of the committee		Boards remarks on the Recommendation as concurred in by Finance
8.6	<p><u>Improvement in the mapping of scrap:</u></p> <p>A software which was being developed by SC railway to map the scrap through GPS mobile system on Google Earth may be implemented all over Indian railways which will help in complete mapping and disposal of the existing scrap.</p>	<p>8.6 Accepted. SC Rly to develop the system on trial basis in association with CRIS. Based on feedback from the Railway, final decision shall be taken for deployment in all Indian Railways.</p>

(d) Heat Sink or Thermal Management Solutions	Domestically manufactured using imported/indigenously manufactured inputs
(e) Secondary Optics	Domestically manufactured using imported/indigenously manufactured inputs
(f) System Fixture and Fitting	Domestically manufactured
(g) Final Assembly / Testing	Domestically assembled / tested meeting Indian Standards as notified from time to time.

5. For reasons to be recorded in writing, a Government Ministry / Department or agencies under their administrative control may choose to procure a higher percentage of domestically manufactured electronic products than specified in the Notification. This would enable Ministries / Departments such as Atomic Energy, Space, Home Affairs, etc. to meet their special requirements or wherever a special policy provision exists / decision is taken by the Government to meet the demand from domestic manufacturers.

6. The notification comes into effect immediately. The Year 1 for the purpose of this notification would be upto 31.3.2015.

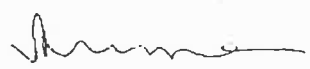
7. The domestic value addition for Year 2 onwards shall automatically increase by 5% in terms of Policy referred to as above.

8. The Department may review the Notification in case of technology / manufacturing ecosystem evolving differently from the one envisaged for this Notification.

9. The implementation of this notification will be based on self-certification regarding value-addition in terms of Para 5.1 of the Policy cited as reference above.

10. The notification would also be applicable for procurement of electronic products made under all Centrally Sponsored Schemes and grants made by Central Government as per the policy referred above.

11. This notification is issued in supersession of the Notification No.8(49)/2012-IPHW dated 27.5.2013 on the subject.



(Dr. Ajay Kumar)
Joint Secretary to Government of India
Tel.: 24360160

New Delhi, Dated 22.05.2014

(B)

Percentage of procurement for which preference to domestically manufactured LED Products is to be provided (in value terms)	Percentage domestic value addition in terms of Bill of Material (BOM) required for the LED Products to qualify as domestically manufactured
50%	50% in Year 1

(C) Criteria for BOM to be classified as domestic:

The domestic BOM of LED Products would be the sum of the cost of main inputs as specified in Column 1 of the following table, provided the inputs individually satisfy the value addition requirement specified in Column 2 of the table. However, the weightage of total cost of (d) Heat Sink or Thermal Management Solutions, (e) Secondary Optics and (f) System Fixture and Fitting shall not exceed 20% of the domestic BOM of the LED Product:

Main inputs in BOM/stages for manufacture of LED Products	Value addition required for the input to be classified as domestic BOM
1	2
(a) LED Emitter	Packaging from imported/domestically fabricated Bare LED Die subject to the condition that from Year 2 onwards, the Bare LED Die shall be domestically fabricated using imported/ indigenously manufactured inputs
(b) Driving Electronics	Domestic assembly from imported/ indigenously manufactured parts and components subject to the condition that the value of domestically manufactured parts and components (excluding the value of bare PCB) used in the assembly of "Driving Electronics" will be minimum 10% of the total value of parts and components used in the manufacture of "Driving Electronics" in Year 1, which will increase to minimum 20% of the total value of parts and components used in the manufacture of "Driving Electronics" in Year 2 and minimum 30% of the total value of parts and components used in the manufacture of "Driving Electronics" in Year 3 and in subsequent years
(c) Bare PCB including MCPCB	Domestically manufactured using imported/ indigenously manufactured inputs

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad
Date : 21/7/2008

No.S.289.Scrap Policy/08-09

JOINT PROCEDURE ORDER NO.2/2008

Sub : Joint Procedure Order for disposal of permanent way materials of Redundant lines / sidings on "as is where is basis" without dismantling and as a 'lot'.

1.0 The following procedure shall be followed for disposal of Permanent Way materials in redundant lines / sidings on "as is where is basis" by Lot without dismantling. These instructions will specifically apply only for the identified and approved redundant lines/sidings excluding bridge girders and girder fittings including refuges.

2.0 Redundant lines / sidings are to be identified at the divisional level. Lines / sidings proposed for removal should have the approval of the competent authority. In respect of cases which do not require CRS sanction, Division can process the case after taking approval of COM and Principal Chief Engineer. In respect of cases requiring CRS sanction however the Plans with COM approval, should be sent to Principal Chief Engineer for approval and issuing necessary signaling plans by S & T Department provided inter locked points are involved in the yard.

3.0 After approval by the competent authority as per para 2 above, the SSE/SE/P.Way concerned, along with ISA/ASV will arrange to carry out foot-by-foot survey of the redundant lines proposed for dismantlement and details of P.Way materials shall be jointly recorded in an Inventory register. Relevant identification paint marks shall be made by the custodian in the field as per para 320 of IRPWM. These details shall also be recorded in the relevant survey sheet. These details shall also indicate the relevant details of classification viz., Class II / Class III materials as given at para 4.0.

3.1 It should be ensured that all materials which form part of redundant lines/sidings as laid are accounted and entered in the Inventory register by SSE/SE/P.Way and ISA/ASV. The Inventory Register should reflect all the materials of the redundant lines/sidings excluding bridge girders as said in para 1.0.

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: 3 :

- 4) In following cases,
a) Broken ST sleepers, CST-9 plates, CST-9 link sleepers and CI pots linked with tie bars.
b) Fittings and Fastenings.

A representative sample of 10 Nos. to be decided by SSE/SE/P.Way will be jointly weighed and recorded by the custodian and ASV duly marking the weight on the samples. At least one sample of 10 Nos. is to be collected from each and every stretch not more than 5 Kms. and also for each yard falling in the redundant line/sliding. The above materials taken for sample weighing should be painted with red mark and laid back into the line after samples weighing. Based on the sample weighing the approximate weight will be recorded in the survey sheet.

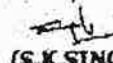
6.1 Inspection & Test check by AXEN/ADEN: Before the survey sheets are submitted to the Division, AXEN/ADEN shall inspect the lots to verify that the weight for materials (other than rails and points & crossings, which includes switch rails, check rails) has been arrived through representative sample weight method and for each type of material, correctness of representative sample weight should be checked.

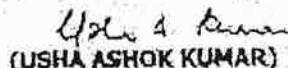
6.2 Inspection & Test check by DEN/XEN: He shall test check at his discretion. However, in all those cases when the actual loss of weight reflected in the survey sheet is more than that stipulated in Annexure-I, this test check is mandatory. A certificate to this effect should be indicated in the survey sheet. In case the actual percentage of reduction in weight for each type of material is beyond the range specified in the above annexure, the approval of CE/TP will be necessary.

7.0 Since delivery of material in such lines / slidings is by Lot and not by weighing, assessment of weight of P.Way material should be as realistic to as possible.

8.0 Based on above details, survey sheet shall be prepared by Custodian. The survey sheet shall contain all relevant details including the materials, their classification. Survey sheet shall also indicate both the number and weight for each material as per the classification and standard weight of material. Along with the Survey Sheet, the Custodian shall also arrange to send a detailed signed sketch with sufficient number of copies showing the following:-


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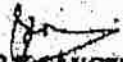
- i) Identification of the proposed redundant lines / sidings for disposal, prominently marked.
- ii) The length of Lines/siding to be dismantled with reference to fixed points.
- iii) A tabular statement on the sketch showing the details of the materials to be released from the Lines/siding like Rails, Sleepers, Fittings, Points and Crossings etc., with their Nos., weight classification etc., Wooden Sleepers should be reclaimed by the custodian.
- iv) Details of the materials which are required to be retained by the Custodian to be indicated separately on the signed sketch duly certified by AEM and DEN/Sr.DEN.
- v) It should be ensured "on ground" that the Lines planned for disposal should be fully de-linked from the adjacent Lines proposed to be retained. This is particularly necessary in the case of yard lines.

9.0 Survey sheet will be forwarded to CE/TP for approval and onward transmission to CMM/Sales.

10.0 It should be ensured by the Custodian that there is no tampering of the materials included in the Survey Sheet till such time, the redundant lines / siding is auctioned and material are handed over to the successful purchaser.

11.0 Pre auction inspection of the redundant lines should be done before the conduct of the auction by deputing DMS of stores department along with custodian for joint inspection of lot before inclusion in the auction. During this joint inspection, it should be ensured that proper marking has been done as per sketch/details in respect of the redundant line proposed for auction to avoid any dispute after the auction sale is completed. A certificate (jointly issued by Custodian and Stores Representative) should be recorded to this effect after taking into account the details recorded vide paras 3.0 and 3.1.

12.0 After the Joint Inspection by Team consisting of SSE/SE/PWAY and DMS, the concerned Custodian and Sr.DMM/DMM of the Division will notify to Sr.DEN/DEN of the Division / Accounts Officer of the Division / Vigilance for any super check by them to be conducted within a period of 10 days from the date of joint inspection. The result of such super check done by the above officers/officials will be informed to concerned SSE/SE/P.WAY and Sr.DMM/DMM of the Division.


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12.1 If, as a consequent to the above super check, no adverse report is recorded against lots offered for auction, Sr.DMM/DMM concerned will arrange for inclusion of the lot in the catalogue for auction.

12.2 If, as a consequent to the above super check, any deficiencies are noticed, then the same will be brought to the notice of Custodian by Sr.DMM / DMM and the concerned SSE/SE/P.WAY will take necessary action for rectification of the deficiencies. The concerned SSE/SE/P.WAY after rectification, will inform to Sr.DMM/DMM, who in turn will take further action for inclusion of the said lot in the auction catalogue, if otherwise found in order. In case, the deficiencies are not rectified properly, then the concerned SSE/SE/P.WAY will again offer the lot for survey and the procedure as indicated above will again be repeated.

12.3 If, no super check has been conducted by above officers / officials within a period of 10 days from the date of Joint Inspection, the concerned Sr.DMM / DMM will arrange for inclusion of the above lot in the auction catalogue, if otherwise found in order.

13.0 Reserve price for the lot will be fixed based on the market rate for each type of material duly considering labour charges and other cost according to the location and its accessibility by road.

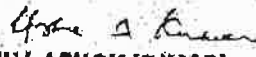
14.0 The siding in question will be handed over to the successful purchaser by Custodian in the presence of ISA/ASV and ASI-PF/IPF for dismantlement on proof of clear authority issued by COS office or Scrap Depot Incharge.

15.0 After handing over the relevant line / siding, the purchaser will be fully responsible for the dismantling and removal of the released materials. Any loss/damage that may arise from the date of acceptance of the offer of the successful purchaser by COS to the date of complete removal of all released material from the site, due to theft, accident, flood etc., shall be the sole responsibility of the purchaser and no claim on this account will be entertained by the Railways under any circumstances.

16.0 It should be specifically understood that the purchaser is permitted only to remove the P.Way materials as per the schedule shown in the lot/sketch given in the Auction / Tender notice. In any case, quantities shall not exceed the quantities mentioned in numbers for all the countable items released from redundant lines/sidings. The Inventory register jointly signed by SSE/SE/P.Way and ISA/ASV should be guiding document for witnessing officials while effecting deliveries in addition to the DO.


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17.0 The purchaser shall make good all damage which may be caused to any property of Railway or to any other person by any act of default of the purchaser, his agents, or servants, in connection with the removal of any of the materials or omission to take necessary precautions provided that the Controller of Stores may at his option, make good such damage and charge the purchaser with the expenses thereof.

18.0 The delivery of the released materials of the siding / redundant lines shall be jointly witnessed by the Custodian, ISA / ASV and ASI-PF/IPF.

19.0 The gate passes issued shall be jointly signed by the custodian, ISA/ASV and ASI-PF/IPF. All relevant details with reference to the materials loaded/removed shall be entered clearly on the gate passes which shall include rails (Nos. individual lengths), sleepers (Nos.) fittings (Nos.) and all other relevant details.

20.0 On the day of final delivery of the material when the last lorry is being delivered, the SSE/P.Way/Custodian concerned will prepare the DS-8 covering the lot which is being delivered and the same will be signed by ASV / ISA, RPF and custodian at the spot simultaneously. Without preparation of DS-8 and the signatures of the afore-said representatives, the last delivery will not be completed. This DS-8 will be forwarded within 3 days by the custodian in covering letter duly signed by the competent authority to Sr.DEN concerned and a copy of the same will be marked to Sr.DMM/DMM. Sr.DMM/Division will monitor the progress of these DS-8s based on the aforesaid advice. On receipt of DS-8 in Sr.DEN office, details should be recorded against the lot, particulars of which are already available in the register and sent to Sr.DMM/DMM for onward transmission to SMM / SD for regularization.


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Annexure-I

Norms for Percentage Loss of Weight for released P.Way Scrap Materials

S.No.	Description of Materials	%age range of variation
1.	Rails	Standard weight is to be adopted. No reduction towards wear and tear.
2.	CST-8 linked sleepers	BG 2 to 5%
3.	CST-8 linked sleepers	MG 2 to 5%
4.	CST-8 plates	BG 2 to 4%
5.	CST-8 plates	MG 2 to 4%
6.	CI Strung pots	BG 2 to 4%
7.	CI Strung pots	MG 2 to 4%
8.	ST sleepers	BG 15 to 25%
9.	ST sleepers	MG 15 to 25%
10.	Tie Bars	BG 12 to 25%
11.	Tie Bars	MG 12 to 25%
12.	AC Plates	BG 2 to 8%
13.	AC Plates	MG 2 to 8%
14.	MS Canted Bearing plates	BG 10 to 25%
15.	MS Canted Bearing plates	MG 10 to 25%
16.	Fish Plates	BG 3 to 10%
17.	Fish Plates	MG 3 to 10%
18.	Steel Keys	BG 10 to 25%
19.	Steel Keys	MG 10 to 25%
20.	Plate Screw/Rail screws	BG/MG 5 to 40%
21.	Round Spikes/Dog spikes	5 to 40%

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Annex - I

STANDARD WEIGHTS OF POINTS AND CROSSING RAILS

Nomenclature	Rail section	No of Xing/Length	Std Weight
Curved switch	60 Kg (6.4 m)	1 in 16	4180.833 kg
	60 Kg (10.125m)	1 in 12	4708.000 kg
Do	52 Kg (6.4m)	1 in 12	3778/235 kg
Do	52Kg (10.125m)	1 in 12	4435.714 kg
Trap Switch with Pittings	52 Kg	1 in 8.1/2	2947.00 kg
Tongue Rails	60 kg	12.935 m	611kg
Tongue Rails	52 kg	12.935m	526 kg
Tongue Rails	60 Kg	12.356m	592 kg
Tongue Rails	52 kg	12.356 m	510 kg
Tongue Rails	60 kg	9.02m	427 kg
Tongue Rails	52 kg	9.02 m	367 kg
Tongue Rails	90 R	9.02 m	316 kg
Tongue Rails	60Kg	7.62 m long	361Kg
Tongue Rails	52Kg	7.620m long	412 Kg
Tongue Rails	52 kg		
Do	52 Kg	4.725m long	220Kg
Do	90 R	7.620m long	267Kg
Do	90 R	4.725M long	190 Kg
CMS Xing	60 kg	1 in 16(FS)	1085 kg
CMS Xing	60 kg	1 in 12	970 kg
CMS Xing	52 kg	1 in 16 (FS)	934 Kg
Do	52 kg	1 in 12 (FS)	820kg
CMS Xing	52 kg	1 in 12 (W/L)	630 kg
Do	60kg	1 in 8.1/2	650 kg
Do	52 kg	1 in 8.1/2 (FS)	570kg
CMS Xing	52 kg	1 in 8.1/2 (W/L)	500 kg
Wing Rail	60 kg	5.29 m	287 kg
Wing Rail	60 kg	4.32 m	190 Kg
Wing Rail	60 kg	3.42 m	175 kg
Wing Rail	52 kg	5.29 m	247 kg
Wing Rail	52 kg	4.32 m	202 kg
Wing Rail	52kg	3.42 m	160 kg
Wing Rail	90 R	5.29 m	212 kg
Wing Rail	90 R	4.32 m	175 kg
Wing Rail	90 R	3.42 m	137 kg
Wing Rail		1 in 16	5.29 x Sec. Wt x 0.95
Wing Rail		1 in 12	4.32x Sec. Wt x 0.95
Wing Rail		1 in 8 1/2	3.42x Sec. Wt x 2
Built up Xing	60 kg	1 in 16	970 kg

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Annex 1 Annex
Annex 1 Annex

Built up Xing	60 kg	1 in 12	770 kg
Built up Xing	60 kg	1 in 8.1/2	650 kg
Built up Xing	52 kg	1 in 16	830 kg
Built up Xing	52 kg	1 in 12	700 kg
Built up Xing	52 kg	1 in 8.5	550 kg
Built up Xing	90 R	1 in 16	710 kg
Built up Xing	90 R	1 in 12	620 kg
Built up Xing	90 R	1 in 8.1/2	470 kg
Check Rail	60 kg	4.33 m	241 kg
Check Rail	60 kg	4.50 m	251 kg
Check Rail	60 kg	4.80 m	270 kg
Check Rail	60 kg	4.00 m	226 kg
Check Rail	52 kg	4.00 m long	205 kg
Check Rail	52 kg	4.33 m	208 kg
Check Rail	52 kg	4.50 m	217 kg
Check Rail	52 kg	4.8 m	230 kg
Check Rail	90 R	4.80 m	200 kg
Check Rail	90 R	4.00 m long	168 kg
Nose Rail		1 in 16	4,339x
Nose Rail			Sec. Wt. x 0.75 x 2
Nose Rail		1 in 12	3.65 x Sec. Wt. x 0.75 x 2
Nose rail		1 in 8.1/2	3.00 x Sec. Wt. x 2
Nose rail	60 kg	1 in 16	393 kg
Nose rail	60 kg	1 in 12	300 kg
Nose rail	60 kg	1 in 8.1/2	272 kg
Nose rail	52 kg	1 in 16	338 kg
Nose rail	52 kg	1 in 12	284 kg
Nose rail	52 kg	1 in 8.1/2	234 kg
Nose rail	90 R	1 in 16	290 kg
Nose rail	90 R	1 in 12	244 kg
Nose rail	90 R	1 in 8.1/2	200 kg
Tongue Rail MG	60 R	8.56 m	180 kg
Tongue Rail MG	60 R	4.11 m	105 kg
Tongue Rail MG	50 R	8.56 m	150 kg
Tongue Rail MG	50 R	4.11 m	88 kg
Tongue Rail MG	41 1/4 lbs	5.49 m	94 kg
Tongue Rail MG	41 1/4 lbs	3.66 m	64 kg
Crossing MG	60 R	1 in 12 - 4.8 m	280 kg
Crossing MG	60 R	1 in 8.1/2 - 4.8 m	300 kg
Crossing MG	50 R	1 in 12 - 4.8 m	230 kg
Crossing MG	50 R	1 in 8.1/2 - 4.8 m	250 kg
Crossing MG	41 1/4 lbs	1 in 12 - 4.75 m	197 kg
Crossing MG	41 1/4 lbs	1 in 8.1/2 - 3.66 m	210 kg

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Yoke 4 Curves
Case one / 1st / 2nd

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad-500071
Date: 03.06.2006

S.289.SCRAP POLICY 06-07

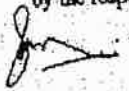
JOINT PROCEDURE ORDER NO. 15/2006

Sub: Disposal of Condemned structures.

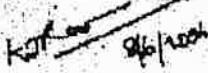
The following procedure order is issued for disposal of condemned structures on "as is where is basis".

1. a) In case, the structures are being condemned for the first time and originally borne on Capital, then write-back has to be carried out.
b) Suitable entry should also be made in the 'Asset Register'.
- 2). "A joint inventory of the structure proposed to condemnation/ disposal should be carried by three member team consisting of ISA/ASV, DMS and SSE to record details of all the visible items likely to be released from the Condemned Structures. All such items should be listed out and signed jointly by the three witnessing officials so that the account of the same can be monitored after demolition of the "Condemned Structures".
- 3) DS-8 preparation : DS-8 for condemned structures will be prepared by Engineering Department with the following details.
 - a) Details of Structures available in the truss with weight particulars
 - b) Roofing details of shed such as AC/GI sheet, etc., with the area of roofing
 - c) Scantling details such as, quantity in cubic meter/ tonnes, condition and type of wood /steel etc.
 - d) Flooring details of the shed such as cement flooring, or tiled or pre-cast concrete beds etc.,

The above details and weights will be calculated on scientific method. It will be certified jointly by the respective SSE, XEN and Dy.CE. The DS-8s will be submitted to Stores Department







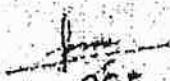
with the approval of HOD of Engineering Branch.

4) Sale Through Auction: On receipt of DS-8 in the Stores Depot the details furnished in the DS-8 will be cross-checked by way of deputing a knowledgeable DMS to the site. He will inspect the condition of the material and confirm whether the details furnished in the DS-8 are in order. A fresh calculation of the weight will also be made by the DMS based on the DS-8 details of inspection report the structure will be included in auction sale with complete details. The structure will be sold on lot basis.

5) Fixing of Reserve Price: The reserve price for the structure will be fixed based on the market rate for each type of material such as Rails, Angles, Channels, Wood, CI, Brick etc., duly considering the labour and other cost according to the location.

6) Delivery: The delivery Order will be issued to the purchaser on remittance of the balance sale value within the time given as per general condition of sale. The dismantling of the structure will take place in presence of all the witnessing officials to ensure that the dismantling does not affect other movement and work and it should not endanger the safety of the running trains in the near vicinity. After dismantling, the delivery will be effected duly re-claiming any item if mentioned in the DS-8/Delivery order.


CMM/M&S


C&E


C&W


FA&CA/ISW

No.S.232.Tender & Pur. Procedure.

OFFICE PROCEDURE ORDER No. 02/2016

Sub: A, B, C Categorization of Stores (based on percentage of Total Consumption).

In partial modification of the existing instructions on the subject a review has been made on the A, B, C Categorization of Stores.

After review of the list of items as per the value of consumption during 2015-16, A, B, C categories, have been revised as under:

<u>CATEGORY.</u>	<u>Annual Consumption Value</u>
'A'	Above Rs.40 lakhs.
'B'	Between Rs.5 lakhs & upto Rs.40 lakhs.
'C1'	Between Rs.25000/- & upto Rs.5 lakhs.
'C2'	Below Rs.25000/-

The categorization is based on consumption for the entire Railway and will be uniform for the Railway irrespective of their value of consumption in individual depot.

EDP Centre will give list of A, B, C1 and C2 items of all depots to the Headquarters based on the limits given above & the same will be circulated to all the depots. A consolidated copy of PL wise A, B, C1 and C2 items will also be given for use of Purchase Officers.

The Purchase Officers are requested to note the above change for periodical review of the items at Headquarters level.

This should be implemented with immediate effect.

This has the approval of competent authority.

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(उदय कुमार केशरी Udai Kumar Keshri)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/G,CMM/M,CMM/E&S
Sr.MPS/SC, Dy.CVO/Stores/SC,
All Purchase Officers, Depot & Divl.Officers
Dy.CMM/C at CAOR/O/Sc
Principal/STC/SC, Sr.SM/EDP/SC
FA&CAOW&S/SC, Sr.AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY
All section Heads at Hqrs

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S.232.Tender & Pur. Procedure

दि Dt.12.05.2016

OFFICE PROCEDURE ORDER No. 03/2016

विषय :Sub:- Correction Slip No. 109 &110 to the Schedule of Powers 2009
Amendment to item No.3(r) & Item No.6 (a) Note (2) Part 'D' of
Stores Matters regarding variation of Indian Railways Standard
conditions of Contract & Surveillance Cameras respectively.

संदर्भ : Ref:- 1. Correction Slip No.93 dated 06.05.2015.
2. G.M's office Memorandum No: G.203/Policy/Vol.X dt: 09.05.16
3. G.M's office Memorandum No: G.203/Policy/Vol.X dt: 10.05.16

Copy of Correction Slip No:109 with regard to amendments issued to Item No.6 (a) Note (2) Non Stock Items of Part 'D'(Stores Matters) of SOP 2009 Edition, excluding Surveillance Cameras from Prohibited Item List & including it in Restricted Item List and copy of Correction Slip No.110 issued to Item No.3(r) regarding variation of Indian Railway Standard Conditions of Contract, waiver of risk purchase and imposition of General Damages for contracts value above Rs.8 lakhs are enclosed herewith.

This should be implemented with immediate effect.

This has the approval of competent authority.

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(उदय कुमार केशरी Udai Kumar Keshri)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/M,CMM/E CMM/G,for kind information.
FA&CAOW&S/SC, Sr.AFA/SF/SC, WAO/RYPs, LGD & CRS/TPTY
Dy.CVO/Stores/SC
All Purchase Officers, Depot & Divl.Officers
Dy.Ch.MPS/SC, Dy.CMM/Con/SC
Principal/STC/SC, Sr.SM/EDP/SC
All section Heads at Hqrs

No. G. 203/Policy/Vol. X.

Date: 10.05.2016.

Sub: Correction Slip No. 110 to the Schedule of Powers
2009 Edition – Amendment to item No.3 (r), Part 'D' of
Stores matters regarding variation of Indian Railways
Standard conditions of Contract.

The following amendments are issued to item No.3 (r) of Part 'D' (Stores matters) of SoP 2009 Edition, which was circulated vide Correction Slip No.93-dated 06.05.2015 regarding variation of Indian Railway Standard Conditions of Contract is now modified as under;

Sl. No.	Nature of Powers	C.O.S.	C.M.M.	Dy.CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
3	<p>r) Variation of Indian Railways Standard Conditions of Contract</p> <p>(i) Waival of Liquidated damages, Risk Purchases and Arbitration .</p> <p>(ii) Waival of Risk Purchases and Imposition of General Damages.</p>	<p>For contract value upto Rs. 8 lakhs</p> <p>For Contract value above Rs.8 lakhs</p>	<p>Nil</p> <p>For Contract value above Rs.8 lakhs</p>	<p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p>	<p>i) COS may waive operation of clauses relating to Liquidated damages" Risk Purchases' and Arbitration appearing in the contract valued upto Rs.8 lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.</p> <p>(ii)For contracts above Rs.8 lakhs, Risk Purchase may be waived by COS/CMM in individual cases by imposing GD@ 10% of outstanding value of contract.(This decision will be taken before floating of the fresh tender).Further to the extent SD has been taken (say of value 'A' (which is less than 10% value of contract)), in such cases, the GD will be leviable only for the difference amount i.e. GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount A' shall be forfeited and the 'GD' amount 'B' shall be recovered from the firm.</p> <p>Note: For contract more than Rs.8 lakhs, whenever R.P. is being waived without levying G.D .., COS/CMM will take finance concurrence.</p> <p>Authority: Rly,Board Lr.No.88/RS(G)/779/ 14Pt. Dt 12.03.15 & 2001/RS(G) 779/14 dated 14.01.2016.</p>

Phew
10/5/16



SOUTH CENTRAL RAILWAY

General Manager's Office,
Secunderabad - 500 071.

No. G. 203/Policy/Vol. X.

Date: 09.05.2016.

MEMORANDUM

Sub: Correction Slip No. 109 to the Schedule of Powers
2009 Edition - Amendment to item No.6 (a) Note (2)
Non-stock items of Part 'D' (Stores matters)
<><><>

The following amendments are issued to item No.6(a) Note (2) Non-stock items of Part 'D' Stores matters of SoP 2009 Edition, which may be read as follows:

Note:

2. Non-Stock Items:

- (i) Delegation of purchase powers to Depot Officers and Divisional Stores Officers is exclusive of prohibited items.
- (ii) The list of prohibited items are - (a) Motor Cycles / Scooters / Mopeds / Motor bikes / Sports Cycles; (b) Cellular Phones; (c) VCRs / VCP/ Video Cameras / DTPs, TVs; (d) PAC Items other than M&P Spares; (e) Cameras (other than Surveillance Cameras); (f) Electronic stencil cutting machines.
- (iii) Purchase of Restricted Items requires concurrence of associate finance wherever warranted and personal approval of DRM in the case of Divisional Officers, concerned CMM in the case of Depot Stores Officers and DRM in case of Depot Stores Officers of Electrical / Diesel Loco Sheds.
- (iv) The list of restricted items are - (a) Telephone instruments including Cordless Phones, Dicta Phones; (b) Xerox machines; (c) Fax Machines; (d) Computers, Printers and Mother Boards, Scanner, CD Writer, Software; (e) Furnishings - Carpets woolen; (f) furniture, tables, chairs, racks, bookshelf, sofa sets, steel almirahs, cots (g) Tape Recorders (h) Refrigerators, Air Conditioners, room heaters and Coolers; (i) Fancy Electrical fittings; (j) Fancy Crockery, cutlery, ovens, utensils (k) **Surveillance Camaras.**

This issue with the concurrence of Finance and the approval of the General Manager.

प्रसून चक्रवर्ती (Prasun Chakraborty)

उप महाप्रबंधक/सामान्य Dy.General Manager/Genl

To
ALL CONCERNED

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

दि Dt.26.05.2016

सं. No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER No. 04/2016

विषय :Sub:- Collection of Security Deposit against 30% Option Clause
Purchase Orders

Whenever Option Clause is operated against Purchase Orders where security deposit has been collected, proportionate amount towards security deposit for the increased quantity should also be collected before operation of option clause.

This has the approval of the Competent Authority.



(उदय कुमार केशरी Uday Kumar Keshri)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/M, CMM/E CMM/G, for kind information.

FA&CAO/S/SC, FA&CAO/SC, Sr.AFA/SF/SC,

Dy.CVO/Stores/SC.

All Purchase Officers, Depot & Divl. Officers

Dy.Ch.MPS/SC, Dy.CMM/Con/SC

Principal/STC/SC, Sr.SM/EDP/SC

All section Heads at Hqrs

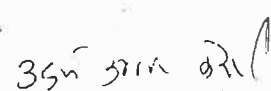
No.S.232.Tender & Pur.Procedure

OFFICE PROCEDURE ORDER NO. 05/2016

Sub: Paperless working - assigning of e-tender cases on-line without printing of offers.

- 1.0 Railway Board has decided to completely switch over to paperless mode for direct acceptance cases for tenders opening after 01.01.2016. Complete switch over for Tender Committee cases (except M&P tender, Global tenders & Turn key tender) shall be done for tenders opening after 01.04.2016.
- 2.0 Further, there is a huge consumption of copier paper A4 size (xerox paper) by e-Tender opening section for taking printout of documents attached to tenders opened daily .
- 3.0 To curtail the expenditure of stationary as well as printing, all tender cases of Direct Acceptance will be assigned online to the concerned purchase officer and there will be no hard copy of Tender document will be attached to case file by e-tender opening section, except the following documents w.e.f. 01.06.2016.
 1. Tabulation statement of Financial Bid
 2. Top Sheet of Techno-commercial Tabulation-1st page only
- 4.0 As far as Tender Committee cases are concerned the existing practice of printing of all tender documents with attachments will continue in addition to assigning the Tender case online.

This issues with the approval of COS.


(Uday Kumar Keshri)

Dy.CMM/GP&S

For Controller of Stores

Copy to PS to COS for kind information of COS
CMM/M,CMM/E,CMM/G for kind information,
FA&CAO/SC,FA&CAO/S&W/SC, Sr.AFA/SF/SC,

contd...

CMD/SC. Dy.CVO/Stores/SC.
All Purchase Officers, Depot & Divl Officers
Dy.Ch.MPS/SC, Dy CMM/Con/SC
Principal/STC/SC, Sr.SM/EDP/SC
All Section Incharges at Hqrs.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
दि Dt.09.06.2016

सं.No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO.06 /2016

विषय :Sub:- Inclusion of Service Tax condition of Tender Conditions – Finance
Concurrence – reg.

संदर्भ :Ref:- FA&CAO/SC's Lr.No.AFX/A07/TAXES POLICY/VOL.IV/39
dt. 31.05.2016.

The following condition on Service Tax should be incorporated as an-additional clause in the General Tender conditions in the Tender Document.

“The Tenderer should submit the Service Tax Registration Certificate indicating Service Tax Registration Number (STRN) along with the Tender”.

This will be a precondition for the agencies to participate in the tenders.

This issues with the approval of the Competent Authority.

345
(उदय कुमार केशरी Uday Kumar Keshri)
उपमसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

Copy to:PS to COS for kind information of COS.
CMM/E, CMM/G, CMM/M, FA&CAO/S&W/SC
FA&CAO/C/SC, CWMS/LGD/RYPs/TPTY
Dy.CVO/Stores, Dy.FA&CAO/LGD, Sr.DFM/SC,HYB,BZA,GTL,NFD, GNT.
All Hqrs.Purchase Officers. SAO/SF/SC, WAO/RYPs & TPTY,
All Depot & Div.Officers
All Section Incharges of COS/O/SC.

Dy.CMM/IC: He may please upload the condition on IREPS.

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
दि Dt.10.06.2016

सं. No. S.320.MMIS.IC

OFFICE PROCEDURE ORDER NO.07/2016

विषय :Sub:- Vetting of AIS by FA&CAO/S&W/SC – reg.

संदर्भ :Ref:- FA&CAO/S&W/SC's Lr.No.AWA/R15 AAC dt. 17.05.2016.

The following time schedule for submission of Advance Intimation Sheet is to be adopted henceforth.

S. No.	ACTIVITY	SCHEDULE
1.	Generation of Intimation Sheets at COS Office for 'A' Category Items (Two months in advance of ANE/AES review data)	Before 8 th of every month
2.	Collection of Advance Intimation Sheets by Depot Officials	By 8 th of every month
3.	Submission of Advance Intimation sheets by Depots to Associated Finance for initial vetting.	By 15 th of every month
4.	Submission of Advance Intimation sheets by Associated Finance to FA&CAO/S&W/SC for Final vetting.	By 22 nd of every month
5.	Returning of Advance Intimation sheets by FA&CAO/S&W/SC to Associate Finance after Final vetting	By 27 th of every month
6.	Submission of Advance Intimation sheets by Associate Finance to Depots	By 30 th of every month.
7.	Submission of Advance Intimation sheets by Depots to COS Office for initiating procurement Action	By 5 th of following month.

This issues with the approval of the Competent Authority.

354

(उदय कुमार केशरी Uday Kumar Keshri)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:PS to COS for kind information of COS.
CMM/E, CMM/G, CMM/M, FA&CAO/S&W/SC
FA&CAO/C/SC, CWMs/LGD/RYPs/TPTY
Dy.CVO/Stores, Dy.FA&CAO/LGD, SAO/SF/SC,
WAO/RYPs & TPTY
All Hqrs.Purchase Officers, Dy.CMM/IC.
All Depot.Officers
All Section Incharges of COS/O/SC.

NOTE

NO: S.320.MMIS.IC

Dt: 03.06.2016

Sub : Vetting of AIS by FA&CAO/S&W/SC.

Ref : Draft Minutes of the meeting held on 7th April 2016 between FA&CAO & COS in COS chamber circulated under FA&CAO /S&W/SC Lr No:AWA/R15 AAC dt 17.05.2016.

With reference to above minutes, the time schedule for submission of Advance Intimation Sheets is given below.

S.No	ACTIVITY	SCHEDULE
1	Generation of Intimation Sheets at COS Office for 'A' Cat. items (Two months in advance of ANE/AES review date) ✓	Before 8 th of Every month
2	Collection of Advance Intimation Sheets by Depot Officials	By 8 th of Every month
3	Submission of Advance Intimation sheets by Depots to Associated Finance for initial vetting	By 15 th of every month
4	Submission of Advance Intimation sheets by Associated Finance to FA&CAO/S&W/SC for Final vetting	By 22nd of every month
5	Returning of Advance Intimation sheets by FA&CAO/S&W/SC to Associate Finance after Final vetting	By 27 th of every month
6	Submission of Advance Intimation sheets by Associate Finance to Depots.	By 30 th of every month
7	Submission of Advance Intimation sheets by Depots to COS Office for initiating procurement Action	By 5 th of following month

Put up for kind approval.


 Dy.CMM/IC


 CMM/G


 COS


 Dy. CMM/IC
 May 17 11:58 AM
 9/6/16

SOUTH CENTAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
दि Dt.04.07.2016

सं. No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO.08/2016

विषय :Sub:- Procedure order to maintain and keeping track of Daks/Letter and action taken

In order to streamline the activity and have the traceability of dak by R&D Section, the following Procedure Order is issued for immediate compliance.

1. After issue of dak from R&D Sections to the officer concerned –

- Each Officer will maintain a register either through their CTC or Steno.
- Each Dak should carry a Number entered in their register.
- The register should be maintained with the following proforma.

Regn. No.	Description	Lr.No.& Date	Received		Marked to Officer		Marked to section		Acknowledg-ement
			From	Date	To	Date	To	Date	

2. Acknowledgement should be taken from the section in charge/officer to whom have been marked by the officer concerned.
3. Section-in-charge must ensure the filing of the letter in the concerned file and put up for necessary action to the officer concerned.
4. The Section-in-charge must also maintain a register as per Para-1 and record all the letters received from Officers, Suppliers, Consignees, R&D etc. requiring action and put up the statistics every month as part of 5 stage monitoring.

This issues with the approval of the Competent Authority.

35
(उदय कुमार केशरी Udai Kumar Keshri)
उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

Copy to:PS to COS for kind information of COS.
CMM/E, CMM/G, CMM/M,
All Hqrs.Purchase Officers.
Ch.OS/R&D for information and necessary action.
All Section Incharges of COS/O/SC for information and necessary compliance.

SOUTH CENTAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
दि Dt.08.08.2016

सं. No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO.09/2016

विषय :Sub:- Expanding Payment gateway for Indian Railway
E-Procurement System (IREPS).

संदर्भ :Ref:- Railway Board letter No.2016/RS(M)/Payment Gateway
Dt.26.07.2016. (Copy enclosed)

Henceforth for all indigenous offers, the tender cost, EMD, BSV will be accepted only via the online system as available on IREPS.

IREPS generates a Transaction receipt summary for the Tender Cost, EMD, BSV, etc duly matched with the Bank Receipt Scroll. This report may be relied upon to kickstart the accounting entry, wherein Remittance into Bank is debited with contra credit to appropriate service accounting head. All the other subsequent accounting process remains unchanged. In case of any doubt Railway Board (Accounts Dte) may be consulted immediately.

This issues with the approval of the Competent Authority.

34

(उदय कुमार केशरी Udai Kumar Keshri)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to: PS to COS for kind information of COS
CMM/G, CMM/E & CMM/M for kind information

Dy.CMM/IC: For information and following action please

- (1).Modify Tender & Sale conditions in IREPS.
- (2). Give special notice in News Papers.
- (3).Information's to be incorporated in the Bid Notice for News Papers,
4. Prominantly display in the website of SCR.

All Purchase Officers , All PHODs, DRMs, CWMs

All Depot & Divl. Officers: They may please Display on the Notice Boards of Tenders and add/modify in tender/sale conditions and make all out efforts for wide publicity.

FA&CAO/SC, FA&CAO/S/SC, Dy.FAWS/LGD, WAO/RYPs, TPTY

Dy.CMM/C/SC, Dy.CVO/S/SC, Dy.Chief Manager/P×S/SC, Sr.Sytem Manager/EDPM, Principal STS

All Section Incharges

All Sr.DMEs/DSL/Sheds, All Sr.DEEs/Elect/Sheds

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
रेलवे बोर्ड (RAILWAY BOARD)

No.2016/RS(M)/Payment Gateway

New Delhi, dated 26th July, 2016

Addressed to: As per List Attached

Sub: Expanding Payment Gateway for Indian Railway E-Procurement System (IREPS)

Ref: CRIS letter no. CRIS/GM-PS/EPS/10A dated 09-05-2016

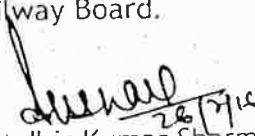
CRIS vide their letter referred above has confirmed successful integration of SBlePay with IREPS. This has enabled online collection of different payments related to contracts including Tender Cost, EMD and Balance Sale Value (BSV) to name a few. In absence of the expanded online payment facility, payment towards Tender Cost and EMD were hitherto allowed to be collected through manual mode.

In order to digitize the tendering process in Indian Railways, it has been decided that for all indigenous offers, the tender cost, EMD, BSV will be accepted only via the online system as available on IREPS.

Zonal Railways and PUs may give wide publicity to the decision among the vendors and modify their tender conditions accordingly. CRIS will intimate the date of closure of manual payment option for Tender Cost, EMD and BSV.

IREPS generates a Transaction receipt summary for the Tender Cost, EMD, BSV, etc duly matched with the Bank Receipt Scroll. This report may be relied upon to kickstart the accounting entry, wherein Remittance into Bank is debited with contra credit to appropriate service accounting head. All the other subsequent accounting process remains unchanged. In case of any doubt Railway Board (Accounts Dte) may be consulted immediately.

This is issued with concurrence of Finance Directorate of Railway Board.


(Sudhir Kumar Sharma)
Director, Railway Stores (M)
Railway Board

Copy forwarded to :

PSO/Sr. PPS to CRB, ME, MT, ML, MM, FC, MS and Secretary/Railway Board for kind information of CRB, ME, MT, MM, FC, MS and Secretary/Railway Board.


For Financial Commissioner / Railways

SOUTH CENTRAL RAILWAY

Headquarters Office
Stores Branch
Rail Nilayam
Secunderabad-71
दि Dt.16.08.2016

सं.No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO.10/2016

विषय :Sub:- Expanding Payment gateway for Indian Railway
E-Procurement System (IREPS).

संदर्भ :Ref:- 1.Railway Board letter No.2016/RS(M)/Payment Gateway
Dt.12.08.2016. (copy enclosed)
2. OPO No.09/2016 dt.08.08.2016

CRIS has now informed that manual payment facility for submitting Tender Cost and EMD shall be withdrawn for Indian Vendors for tenders that will be published on or after 01.09.2016.

Please give wide publicity to the above decision and date among the vendors.

Modification to the relevant tender conditions may be ensured.

This is issued with the approval of the Competent Authority.

उदय

(उदय कुमार केशरी Uday Kumar Keshri)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to: PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M for kind information

Dy.CMM/IC: For information and following action please

(1) Incorporate in SCR terms and conditions.

(2).Modify Tender & Sale conditions in IREPS.

(3). Give special notice in News Papers.

(4).Information's to be incorporated in the Bid Notice for News Papers,

(5). Prominantly display in the website of SCR.

All Purchase Officers, All PHODs, DRMs, CWMs

All Depot & Divl. Officers: They may please Display on the Notice Boards of Tenders and add/modify in tender/sale conditions and make all out efforts for wide publicity.

FA&CAO/SC, FA&CAO/S/SC, Dy.FAWS/LGD, WAO/RYPs, TPTY

Dy.CMM/C/SC, Dy.CVO/S/SC, Dy.Chief Manager/PxS/SC, Sr.Sytem Manager/EDPM, Principal STS

All Section Incharges: for compliance

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
रेलवे बोर्ड (RAILWAY BOARD)

No.2016/RS(M)/Payment Gateway

New Delhi, dated 12th August, 2016

Addressed to: As per List Attached

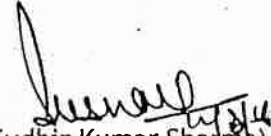
Sub: Expanding Payment Gateway for Indian Railway E-Procurement System (IREPS)

Ref: i) Railway Board's letter of even no. dated 26-07-2016 (Copy enclosed for ready reference)
ii) CRIS letter no. CRIS/GM-PS/EPS/10A dated 09-08-2016 (Copy enclosed for ready reference)

Vide letter referred at (i) above, decision of Railway Board to accept the tender cost, EMD, BSV for all indigenous offers only via online system as available on IREPS was communicated to all Zonal Railways/PUs. It was also informed that CRIS will intimate the date of closure of manual payment option for Tender Cost, EMD and BSV.

Vide letter referred at (ii) above, CRIS has now informed that manual payment facility for submitting Tender Cost and EMD shall be withdrawn for Indian vendors for tenders that will be published on or after 01-09-2016. Manual payment option will however continue to be available for foreign firms against global tenders.

Zonal Railways and PUs may give wide publicity to the above decision and date among the vendors. Modification of the relevant tender conditions may kindly be ensured.


(Sudhir Kumar Sharma)
Director, Railway Stores (M)
Railway Board

No.S.320.iMMIS/Depots & Hqrs/2015-2016

Date: 17.10.2016

OFFICE PROCEDURE ORDER No: 1/ /2016

Sub:- Implementation of Purchase Module of iMMIS by HQRS office

The following activities are to be carried out online in iMMIS by the dealing staff and concerned Purchase Officer.

1. Presently the purchase module of iMMIS is implemented for non-stock items of unvetted cases.
2. The hard copy of the NS requisition received from the Indenter will be scrutinized by OS/IC section as usual and the same will be sent to concerned purchase sections for initiating procurement. This exercise will continue till a provision is made in iMMIS to the indenter to submit NS requisition online.
3. Digital Signature Certificates (DSC) – Class III has been provided to the dealing staff, Section Incharges and Purchase Officers.

DEMAND REGISTRATION:

4. As soon as the NS requisition is received by the Purchase Section, the concerned dealing staff should register the NS requisition in iMMIS duly login into IREPS website, www.ireps.gov.in by using their own user-id, password and Digital Signature Certificate (DSC) Class-III which is provided by the Dy.CMM/IC.

PURCHASE PROPOSAL:

5. After registration of NS requisition in iMMIS, a purchase proposal is to be prepared online, by the dealing staff and forward the same to the Purchase Officer for his approval, online.
6. After approval of the Purchase Proposal by the concerned officer, the same should be sent back to section, online, for preparing the Tender Schedule by the dealing staff.

TENDER SCHEDULE PREPARATION & PUBLISHING IN IREPS:

7. Tender schedule to be prepared by the dealing staff and send it to the concerned officer online, for approval and publishing of tender into IREPS website through iMMIS.
8. Publishing of tender should be done by the concerned Purchase Officer with their own digital signature certificate (DSC) - Class III. Since, no authorization is given to the dealing staff to publish the tender.
9. The system will generate Tender Due Date. If it is to be modified, the same can also be done by Purchase Officer who publishes the tender.

Contd...2

TENDER OPENING:

10. After publishing the tender with due date, the tender will be opened by the staff of e-tender opening section.
11. After opening of the e-tender, the same will be assigned online to the concerned purchase officer on the same day for further necessary action, such as technical scrutiny, tender committee proceedings, acceptance etc.

PO GENERATION:

12. After acceptance of the tender, a draft PO is to be prepared by selecting "IREPS" radio button. Basic Rate, Discount, Sales Tax, Freight and other financials are to be entered manually one by one by the dealing staff using the Concerned Officer's DSC. Then generate draft PO.
13. After filling up of Rate and expenses page, the Draft P.O should be saved by the User and the first page of the Draft P.O will appear once again where in User will have to enter the conditions for the Particular purchase Order.
14. All the conditions e.g. Inspection, Payment Terms, Delivery Period etc., will have to be filled up one by one by the Purchasing Officer
15. After entry of all the relevant details in the Draft P.O, the same will be ready for numbering, digitally signing and publishing to Vendor in IREPS instantaneously. After clicking on 'Authorize/Number' button on the top of the Draft P.O, a new window will appear for allotment of 5 digit P.O number.
16. At the time of final P.O numbering, system will show an alert as this action will deliver digitally signed Purchase Order to vendor immediately which is an irreversible process. Once the concerned Officer clicks on 'OK' button, the P.O is generated and the signed Purchase Order in PDF format, will be available to the vendor in IREPS instantaneously.
17. All Purchase Officers should follow the above procedure in implementation of IMMIS.
18. The purchase module of IMMIS should be implemented with immediate effect by all Purchase Officers for Non-Stock items of un-vetted Cases.

This issue with the approval of COS.



Dy.CMM/IC

C/- PS to COS for kind information of COS.
CMM/G, CMM/E, CMM/M for kind information
FA&CAO/SC, FA&CAO/S&W for kind information
All Purchase Officers,
All Section Incharges,
All Depot Officers
All Divisional Officers.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

दि Dt:- 22.11.2016

सं.No: S.G&P.JPO.2016

J.P.O No 12/2016.

विषय :Sub:- JPO for implementation of Purchase Module and
Depot Module of iMMS by Stores Depots.

संदर्भ : Ref:- JPO no.12/2016 issued vide Dy.CMM/IC Letter
No.S.320.iMMS/Depots & Hqrs/2015-2016 dt. 21.11.2016.

Please find enclosed herewith a Joint Procedure Order No.12/2016
dt.21.11.2016 duly signed by Dy.CMM/IC and Dy.CAO/S&W/SC for implementation
of Purchase Module and Depot Module of iMMS by Stores Depots.

(सीएच रामचंद्र राव CH. RAMACHANDRA RAO)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

FA&CAO/W&S/SC, FA&CAO/SC, FA&CAO/C/SC, Sr.AFA/SF/SC,

Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY; Sr.DFMs/SC, HYB, B7A, GTL,
GNT & NED for kind information.

All Purchase Officers, Depot & Divl. Officers

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

All PHODs, DRMs, CWM/I GD, RYPS, TPTY

SOUTH CENTRAL RAILWAY

Headquarters Office, Stores Branch
6th Floor, Rail Nilayam
Secunderabad.

No.S.320.iMMIS/Depots & Hqrs/2015-2016

Date: 21.11.2016.

JOINT PROCEDURE ORDER No: 12/2016

Sub:- Procedure for Implementation of Purchase Module and Depot Module of iMMS by Stores Depots.

Ref:-Railway Board's letter No.RS(M)/2016/Paperless working dated 27.09.2016 Jointly signed by Adviser/RS(P) and Adviser(Accounts)

1. Purchase Module and Depot Module of iMMS are ready for implementation as confirmed by GM/IREPS/CRIS/NDLS during the Meeting held at COS Office on 11.11.2016. Both Modules are to be implemented simultaneously to avoid mismatching of Data of Purchase and Depot and aim at paper less working.
2. Both Modules have been tested online on trial site of IREPS (www.trail.ireps.gov.in) at Depot and Hqrs. level and functioning satisfactorily.
3. The infrastructure facilities such as Personal Computers, Printers, Internet connectivity and Digital Signature Certificates Class III are available with staff and officers at COS Office (Hqrs), Depots and Accounts (including divisions).
4. The Depot staff and Head quarters staff have been trained on 16.5.2016 to 18.5.2016 and 2.9.2016. Further Accounts staff of headquarters and divisions have also been imparted training on 9.11.2016 on vetting of ANEs on-line.
5. Therefore, it is decided to implement Purchase and Depots modules of iMMS w.e.f. 24.11.2016.

The following procedure is to be followed by Depots and Hqrs. while working on iMMS.

Depot Module

- a) Depots will issue the material required by the consignee upto 30.11.2016 in advance on or before 23.11.2016 as the time is required by CRIS to run data in to CRIS Server and also not possible to port the Receipt and Issues till the Data is updated in iMMIS. There would not be Receipt and Issue transactions during this period to enable implementation. Once the Data is updated in iMMS (MMIS) regular posting of transactions will be continued in iMMS with effect from 01.12.2016.
- b) Depots should ensure that all the pending vouchers have been posted in old system on the last day of the month (i.e., 23.11.2016-being the closing day of vouchers) by the concerned depots.


21/11/16



- c) Stores Inspector Gr.I/MMIS/HQRS will run replication i.e. 'dump program' after posting of all vouchers on 24.11.2016 to update stock at CRIS and inform CRIS accordingly.
- d) Where depot stock is not getting updated from HQ replication, the dump file of stock table and item table of the depot will be sent to CRIS to update the depot stock.
- e) The last Voucher No. for Receipt, Issue and Verification, Ward wise and Last Receipt Note, Serial No, last Daily Receipt Register(DRR) No, last Inspection Report Serial No.(ISL)and Rejection Advice Sl. No. in "excel sheet" will be sent to CRIS for updating the voucher number sequence so that voucher continuity is not disturbed. (Since S.C.Rly. is switching over to iMMS from MMIS in middle of the Financial Year 2016-17 this is considered essential).
- f) For Stock Items where Receipt Note has been generated from old system (MMIS) but Ward R.O No. not assigned, the same Receipt Note No. should be entered into iMMS from Depot Admin's 'log in' through the menu Special Depot Module> Old Receipt Note Entry.
- g) For all items where Receipt Note has not been generated from old system, all the functionalities of Receipt module of iMMS starting from P.O Receipt to Receipt Note is to be done through new system i.e., iMMS.

Action by Dy.CMM/IC: Dy.CMM/IC will be responsible for following activities:

Purchase Module of iMMS will also be implemented simultaneously along with Depot Module from 24-11-2016. While implementing the Purchase Module, the following things are to be done/checked before starting of Purchase Module of iMMS by Dy.CMM/IC as Zonal System Administrator (SYSADM).

- a) Marking of holidays in HQ organization in iMMS System Admin.
- b) Mapping of Purchase Section of iMMS with purchase sections of IREPS.
- c) Setting of last Non Stock four digit file no in Sections master for all purchase sections on the day of implementation.
- d) Creation of hierarchy in Section master.
- e) Creation of Paying Authority.
- f) Filling up zone configuration.
- g) Mapping of designation and IREPS user.
- h) Uploading of Public key of Encryption certificate for uploading of Tenders from iMMS to IREPS directly.
- i) Filling up of S.O.P
- j) Allotment of Purchase Section to PL Groups.
- k) Sending of Paying authority wise last P.O sequence No. to CRIS for continuity in P.O sequence No.
- l) Sending of logic of Consignee code and details of accounting unit for generation of EDP Reports.
- m) To ensure that on the day of switch over, there is no draft tender in IREPS.




- n) To ensure that on the day of switch over, there is no Draft P.O with Associate Finance of HQ for vetting.
- o) To ensure that on the day of switch over, there is no manual Stock demand pending for registration in local MMIS.
- p) To ensure that balances under Purchase Suspense Account are ported in the data base of iMMIS.
- q) To ensure that porting of data relating to Vendor Master of Accounts Department in the iMMS data base, since the vendor master of Accounts department consist of all vendor details including Bank Account details, IFSC Codes, PAN Details etc.,
- r) To ensure that Allocation Master provided by the Accounts Department is mapped with the Consignee/PL No.Details.
- s) To ensure that Funds Register is available in iMMS PL Main Group-wise for both vetted and unvetted Purchase Orders.
- t) To ensure that the iMMS connectivity is provided to Sr.DFMs, WAOs and Executive Officers of consignees. It shall be ensured that necessary user IDs are created for the above officers and their staff.
- u) The facility for enabling the controlling officers of the consignees and their associated accounts officers to work on the iMMS shall be provided.

Action by Associate Accounts Office:

- a. Since the iMMS aims at dispensing with batch processing of Sores transactions (Stores Monthly Summaries-SMS) the transactions shall be verified every day on real-time basis duly logging in to iMMS duly using the digital signatures. Journalization of transactions are to be made by associate accounts officers on day to day basis.
- b. The Associate Accounts Officers of workshops should ensure proper Accountal of Receipt Notes, Issue Notes in Transaction Register on day to day basis.
- c. The Purchase Order vetting shall be done by the Stores Finance Section in iMMS duly logging in with the digital signature.(DSC)
- d. Vetting of Advance Intimation Sheets(AIS) should be done by Associate Accounts Officers in Workshops as well as Open line Units on line in iMMS.
- e. In Hqrs. Stores Accounts Office the Accounting Unit wise summary of Stores Transactions shall be generated on iMMS to ensure that all the Accounting Units have journalized the Stores Transactions pertaining to their units correctly.
- f. The Hqrs. Stores Accounts office shall make available the data relating to balances under Purchase Suspense Account to Dy.CMM/IC for porting the data.



Action by Indenting/Material drawing officers:

- a) The requirement of User IDs and Digital Signatures should be assessed and procured in consultation with Dy.CMM/IC/SC
- b) It shall be ensured that the users are logged in every day using their digital signatures and verify the correctness of material issued and allocation and advise associate accounts officers for Journalizing the Stores Transactions.

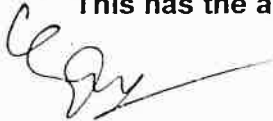
Action by IT Center:

- a. Sr. EDPM/IT Center shall continue to generate the Stores Monthly Summaries for a period of 2 months (December 2016 and January 2017) in the existing system (MMIS) before migrating to the iMMS totally.
- b. IT Center shall render Technical Assistance till the iMMS is fully implemented.

Though IMMS is implemented with effect from 24.11.2016 , the existing system for Accountal of Stores Transactions in MMIS will also continue parallely for a period of 2 months to ensure that new system is efficient. However, a review will be made after one month to consider migration to new system completely dispensing with parallel run.

All Depot Officers and Purchase Officers of Headquarters should function on iMMS from 24.11.16. If any additional queries are to be created in iMMS, GM/CRIS will be approached by Dy.CMM/IC for necessary help.

This has the approval of Competent Authority



(D.C.Venkaiah)
Dy.CMM/IC/Hqrs./SC



(Y. Mallikarjuna Rao)
Dy.CAO/S&W/SC

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

सं. No. S.232.Tender & Pur. Procedure

दि Dt.23.11.2016

OFFICE PROCEDURE ORDER NO. 13 /2016

विषय :Sub:- Operation of Contracts- SOP Part D Para 5 (c)- Extension of delivery date with or without Liquidated Damages etc

The following Procedure has to be adopted regarding Operation of Contracts- SOP Part D Para 5 (c) - Extension of delivery date without Liquidated Damages etc

"Finance Concurrence is required for Delivery period extension without Liquidated Damages."

This has the approval of the Competent Authority.

(सीएच.रामचंद्र राव CH.RAMACHANDRA RAO)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

FA&CAO/W&S/SC, FA&CAO/SC, FA&CAO/C/SC, Sr.AFA/SF/SC, Dy.FA&CAOWS/LGD, WAO/CRS, RYPS & CAO/RJY for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divl. Officers

All Divisional Accounts Officers.

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad - 71

दि Dt. 23.11.2016

सं.No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO. 14/2016

विषय :Sub:- Inclusion of +/- 30% option clause etc in POs.

In a recent complaint received by Vigilance, Vigilance advised Stores and Depot officials to observe the terms and Conditions of the PO and other relevant guidelines/extant provisions.

While exercising +/- 30% option clause against various POs, the following procedure should invariably be followed.

1.	Whenever Purchase Orders (POs) are issued with $\pm$ 30% Option Clause and the (-) 30% Option Clause is proposed for operation, copy of the correspondence shall also be marked to the consignee to avoid further references and cross-references with the firm by consignee.
2.	Briefs Notes may be prepared by Purchase Sections to have first hand information of rates received against recent tenders and LPRs soon after the opening of the Tender (vetting may not be required), to ensure speedy purchase decisions and quicker operation of Qty Option Clause.

This has the approval of the Competent Authority.

(सीएच.रामचंद्र राव Ch.RAMACHANDRA RAO)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

FA&CAO/W&S/SC, FA&CAO/SC, FA&CAO/C/SC, Sr.AFA/SF/SC, Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY; Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divl. Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

दि Dt.25.11.2016

सं.No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO. 15/2016

विषय :Sub:- Incorporating Packing Clause in the contracts

Proper packing of materials is important to minimize in transit damages, facilitate material handling besides providing information on material and ordering. Therefore it is considered essential to have clear and complete packing clause in the contracts. Accordingly it shall be ensured that Packing Clause be part of tender conditions and accepted packing clause shall invariably be included in the Purchase Order.

This has the approval of the Competent Authority.

(सीएच.रामचंद्र राव CH.RAMACHANDRA RAO)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS
CMM/E, CMM/G & CMM/M
FA&CAOW&S/SC, FA&CAO/SC, FA&CAO/C/SC,
All PHODs/DRMs, CWM/LGD, RYPS, TPTY
Sr.AFA/SF/SC, Dy.FA&CAOWS/LGD,
WAO/CRS, WAO/RYPs, CAO/RJY;
Sr.DFM/SC, HYB, BZA, GTL, GNT & NED.
All Purchase Officers, Depot & Divisional Officers
Dy.CVO/Stores/SC
Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC
Sr.SM/EDP/SC, Principal/STC/SC.
All Section-in-Charges of COS Office

कार्यालय क्रियाविधि आदेश
OFFICE PROCEDURE ORDERS
2017

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दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

दि Dt.03.01.2017

सं. No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO. 016/2017

01/2017

विषय : Sub:- Net Procurable Quantity

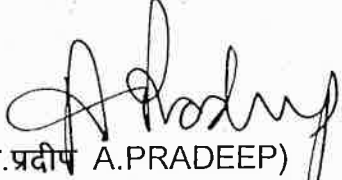
Now onwards, in all Tender Committee cases, while discussing the quantity to be procured, the physical quantity available in the Shop Floor should also be considered. The same exercise should also be done in Direct Acceptance cases while calculating the Net Procurable Quantity.

Information should be called for by the convener of TC through SPS from the Depot. In DA cases, information should be called for by TAA in SPS from Depot.

All Depots while submitting the Demand Review should also indicate the shop floor balances while calculating the requirement in Demand Review Sheet.

This should be followed with immediate effect.

This has the approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS
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All Purchase Officers, Depot & Divisional Officers
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Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC
Sr.SM/EDP/SC, Principal/STC/SC.
All Section-in-Charges of COS Office

uploaded in COS common folder on 11/1/17

दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY



प्रधान कार्यालय/ Headquarters Office
भंडार विभाग/Stores Branch
रेल निलयम्/"Rail Nilayam"
सिकंदराबाद/Secunderabad -071.

No.S.150.e-Waste Management.2017

Dated: 09.01.2017

OFFICE PROCEDURE ORDER No.02/2017

Sub: Compliance of Environment Protection Rules
& Solid Waste Management Rules

Stores Department is disposing e-Waste and Hazardous Waste. The disposal of these items are covered under e-Waste (Management) Rules, 2016 and Hazardous and other waste (management and transboundary movement) Rules, 2016. As per aforesaid Act, certain documentation is required to be done by the disposing unit. Same documents are also required for filing returns with the State Pollution Control Board (as applicable). The filing of these returns wherever required are to be done by the occupier i.e. the Chief Workshop Manager of the concerned shop since Stores Depots are attached to the Workshop and act as a disposing unit of the attached Workshop. However, the information required to be filled up for filing returns should be submitted regularly by the concerned depot officer to the office of the CWM in the prescribed format and the same should be got signed by the authorized signatory of the concerned CWM who is acting as the occupier.

The other documents as indicated below are to be also maintained.

- 1) Hazardous and other waste (management and transboundary movement) Rules, 2016
- As per the provision of the Act, the following records are to be maintained.
 - i) Form-3: for maintaining records of Hazardous and other wastes. This is to be filled and maintained by the depot.
 - ii) Form-4: Form for filing Annual Returns. This is to be filed by the occupier. However, the data required for filing should be submitted by the depot Officer to the office of the CWM.
 - iii) Form-10: Manifest for Hazardous and other Waste. This is to be issued by the Depot Officer in the prescribed format as per the colour code indicated in para 19 of notification issued by Ministry of Environment, Forest and Climate Change dt:04.04.2016. A booklet of this form in 7 copies is being circulated and the same has to be implemented. The distribution will be as below:

Copy number with colour code	Purpose
(1)	(2)
Copy 1 (White)	To be forwarded by the sender to the State Pollution Control Board after signing all the seven copies

Copy 2 (Yellow)	To be retained by the sender after taking signature on it from the transporter and the rest of the five signed copies to be carried by the transporter
Copy 3 (Pink)	To be retained by the receiver (actual user or treatment storage and disposal facility operator) after receiving the waste and the remaining four copies are to be duly signed by the receiver
Copy 4 (Orange)	To be handed over to the transporter by the receiver after accepting waste
Copy 5 (Green)	To be sent by the receiver to the State Pollution Control Board
Copy 6 (Blue)	To be sent by the receiver to the sender
Copy 7 (Grey)	To be sent by the receiver to the State Pollution Control

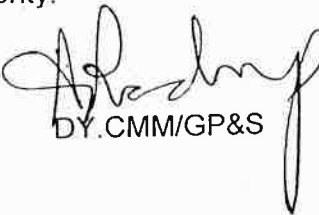
2) E-Waste (Management) Rule 2016 – The following records are to be maintained without fail.

- (i) Form-2: Record for maintaining records of e-Waste handled or generated. This should be maintained by the concerned scrap depot in the prescribed format.
- (ii) Form-3: This form is for filing annual returns. The details should be furnished to the office of the CWM for filing annual returns.
- (iii) Form-6: e-Waste manifest. This form has to be prepared in 4 copies and the same has to be implemented. The distribution will be as below:

Copy number with colour code (1)	Purpose (2)
Copy 1 (Yellow)	To be retained by the sender after taking signature on it from the transporter and other three copies will be carried by transporter
Copy 2 (Pink)	To be retained by the transporter after taking signature of the receiver
Copy 3 (Orange)	To be retained by the transporter after taking signature of the receiver
Copy 4 (Green)	To be returned by the receiver with his/her signature to be sender

The above procedures has to be implemented with immediate effect and details submitted to CWMs wherever necessary for filing returns

This is issued with the approval of the Competent Authority.


DY.CMM/GP&S

Copy to:
CME for kind information and necessary action
CRSE for kind information

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

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सं.No. S (Z)20/III/VOL.III

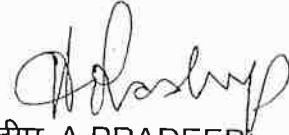
दि Dt. 23.01.2017

OFFICE PROCEDURE ORDER NO. 03 /2017

विषय: Sub:- Payment by Cheques only for all purchases made through
Spot Purchase

With immediate effect for all purchases made through Spot Purchase Committees,
payment should be made by cheques only and not by cash..

This is issued with the approval of competent authority.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

All PHODs/DRMs, CWM/LGD, RYPS, TPTY

FA&CAOW&S/SC, FA&CAO/SC, FA&CAO/C/SC, Sr.AFA/SF/SC, Dy.FA&CAOWS/LGD,
WAO/CRS, RYPS, CAO/RJY; Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind
information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divl. Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad - 71

सं.No. S.232.Tender & Pur. Procedure

दि Dt.09.03.2017

OFFICE PROCEDURE ORDER NO. 04 /2017

विषय Sub:- Departmental Stock Verification in Depots.

The following should be strictly ensured:

1. Departmental Stock Verification of all items including pilferable items shall be done as per laid down schedule without fail.
2. Departmental Stock Verification of Oil items like Kerosene oil, Diesel Oil, Gasoline and other oils stored in tankers like oil RR 606 etc shall be done once in every quarter without fail. A report of the same should be sent in the monthly PCDO with immediate effect.
3. CMMs and Dy.CMMs/HQrs during their inspection of Depots should check and verify that the above Departmental verification, especially of Oils are being done regularly.

This is issued with the Approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

PS to COS for kind information of COS
CMM/G, CMM/M, CMM/E for information please.
All Depots Officers for information & compliance.
Dy.CMMs/HQrs for information & compliance.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad - 71

सं. No. S.232.Tender & Pur. Procedure

दि Dt. 15.03.2017

OFFICE PROCEDURE ORDER NO. 05 /2017

विषय Sub: Non-receipt of Numbered POs by Stores Department.

संदर्भ Ref: 1) Dy.CMM/IC Ir.no.S.35.III.PG/AG.2016-17 dt.06.03.17

2) Sr.AFA/SF/SC Ir.no. A/SF/iMMS dt.03.03.17

4. SAO/SF vide letter above has pointed many of the numbered POs are not being received regularly from Numbering Section of Stores Department in Stores Finance for further processing for payment to the suppliers.
5. All purchase Officers shall take a print out of all the numbered POs released after 24.11.2016 till date on iMMS and send the same to Numbering Section, who in turn will send to SAO/SF for further action.
6. The above procedure shall be followed till further advice for all POs released in future also.
7. Compliance of the above may be communicated to Dy.CMM/IC on regular basis every month.

This is issued with the Approval of the Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

Sr.AFA/SF/SC,

Dy.CMM/IC

All Purchase Officers,

All Section-in-Charges of COS Office

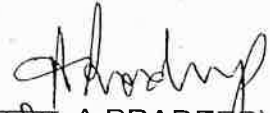
Numbering Section

OFFICE PROCEDURE ORDER NO. 06 /2017

विषय Sub: Issue of Cartridges for printers

1. Cartridges for printers are to be issued on one to one basis (new for old) only.
2. All sections should return the old cartridges to Stationary Section for initiating procurement.
3. Stationary Section should return the old cartridges to Dy.CMM/G&S/MFT along with indent for procurement.

This is issued with the Approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

Dy.CMM/G&S/MFT

All Purchase Officers,

In charge/Stationary Section: for strict compliance please

All Section-in-Charges of COS Office

OFFICE PROCEDURE ORDER NO. 07 /2017

विषय: Sub:- Amendment to various items Nos. of SOP Part 'D' (Stores. Matters)

संदर्भ Ref:-1) Railway Board Letter No. 88/RS(G)/779/14Pt Dt: 06.01.2017

2) Boards letter No.2015/RS(S)/709/5 dt.02.02.2016

3) Boards letter No.2015/RS(S)/709/5 dt.29.01.2016 and 20.09.2016

4) GM Office C. S. No. 126 dt.30.03.2017 to Schedule of Powers
2015 Edition – Part 'D' (Stores Matter)

Based on Railway Board's letter mentioned above, the existing provision of SoP are amended and few new items have been introduced to Part 'D' Stores matters, duly revising the entire Stores Matters (i.e) the purchase powers of Stores Officer's on various issues vide GM's Office C.S.No.126 dt. 30.03.2017 are enclosed for necessary implementation as mentioned below:

- (a) The revised powers will come into effect from the date of issue of Correction Slip.
- (b) In cases where the tender committees have already dealt the tenders, the existing i.e. old powers will be applicable till finalization of tenders.

Medical SOP Part B Item Nos: 6(a); 6(b)(i), 6(b)(ii), 6(b)(iii), 6(b)(iv) & Annexure 'A' STANDS DELETED as these items have been incorporated in SOP Part 'D' (Stores Matters).

Soft copies of the entire revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & COS common folder.

All are advised to ensure compliance of the above amendments.

This issues with approval of Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

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CWM/LGD, RYPS, TPTY; Dy.FA&CAOWS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

SOUTH CENTRAL RAILWAY

Office of the
Controller of Stores
Rail Nilayam
Secunderabad
Dt. 18.04.2016

No.S.23.Invt.Mgt.Vol.X

All Depot Officers,
All Divisional Officers.

Sub:- Vetting of A, B & C category items .

Revised schedule of powers for part-D stores matters has been issued in March-2017 with the concurrence of FA&CAO/SC and approved by GM.

In view of the item no. 1.e. of revised SOP, the vetting of A, B & C category items is as under.

Category if Items	Vetting by
A Category	Associate Finance
B Category	HQRS Stores Finance where the proposed AAC is more than 10% of last 3 years consumption.
C Category	No Finance Vetting

All Depot Officers are requested to get the A category items vetted by Associate Finance on-line through iMMS and forward the same to the concerned Purchase Officer at Hqrs on-line for initiating procurement action.

Dy.CMM/IC

C: PS to COS for kind information of COS please.
CMM/G, CMM/E, CMM/M for kind information please.
All Purchase Officers,
All Purchase Section incharges for information and necessary action.

OFFICE PROCEDURE ORDER NO. 08 /2017

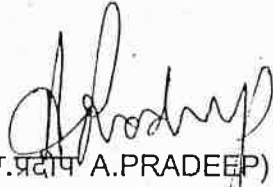
ALL DEPOT OFFICERS

विषय: Sub:- Accountal of Oils & Greases

Instances of shortages of oils & greases have been observed in various departmental Stock Verifications. These shortages also happen because of the delay in accountal of receipts. Therefore, it is advised that, hence-forth, all the Oils & Grease receipts shall be accounted and Receipt Note issued on the same day, the material is received in the Depot. In case of non-availability of any document for release of R-Note, the material should be taken on reversible stock sheet and ensure accountal of the material on the same day of the receipt of material in the Depot. The reversible stock sheet should be reversed at the earliest opportunity by release of proper R-Note.

Any lapse in the above working, you are advised to fix responsibility and action taken.

This issues with the approval of Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

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Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

All HQrs Dy.CMMs: Please inspect the above during Field Units inspections and corrective action to be taken wherever necessary.

CME - 3/5
CMD - 3/5
CCM - 3/5

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad-71

दि Dt.03.05.2017

सं.No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO. 09 /2017

विषय: Sub:- Buffer Stocks Limit for Vital and Safety items
for A, B & C category items.

संदर्भ Ref:- Dy.CMM/IC Lr no. S.23.IC.Policy dt. 25.01.2017

The Buffer Stocks limits for Vital and Safety items for A, B & C category items have been advised vide above letter for necessary action.

Category	Existing		Revised	
	Ordinary Items	Safety / Vital	Ordinary Items	Safety / Vital
A	1 month	2 months	1 month	1 month
B & C	2 months	3 months	2 months	2 months

All Depot and purchase officers are requested to take necessary action in revising the buffer stocks for Vital and Safety items as indicated above.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

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Dy.CVO/Stores/SC

All Purchase Officers. Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad-71

सं. No. S.232.Tender & Pur. Procedure

दि Dt.04.05.2017

OFFICE PROCEDURE ORDER NO. 11 /2017

ALL DEPOT OFFICERS

विषय: Sub:- Accountal of Oils & Greases

संदर्भ Ref:- COS/SC,OPO NO. 08 /2017 दि Dt.02.05.2017

Further to OPO NO. 08 /2017 दि Dt.02.05.2017, it is instructed that various instructions contained in the Railway Board RGCs & RCs based on which Supply Orders (SOs) are released by HQrs are strictly adhered to so as to ensure proper measures and quality of the material accounted.

This issues with the approval of Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपनुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

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Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

All HQrs Dy.CMMs: Please inspect the above during Field Units inspections and corrective action to be taken wherever necessary.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad-71

सं. No. S./150/Stock Verification

दि Dt. 15.05.2017

OFFICE PROCEDURE ORDER NO. 12 /2017

ALL DEPOT OFFICERS

विषय: Sub:- Departmental Stock Verification- reg.

As per Stores Code Para 1339, departmental stock verification has to be carried out as an important back check on the receipt and issues of stores and balances.

As per Stores Code Para 1339," The departmental verification need only cover selected items such as items of large consumption having regular and frequent issues, items of heavy intrinsic value like non-ferrous items, tool steel etc and items of pilfer able nature. A list of such items may be drawn up and approved by Controller of Stores".

To start with, a list of items group-wise is enclosed. It is advised to give feedback to the proposed list and modifications if any may be carried out and advise the HQrs for COS approval every year.

You are advised to ensure that departmental stock verification is carried out as per Stores Code Para 1339 - Department Stock Verification, Para 1340: Procedure for verification and Stock Verification Sheets to be prepared as per Stores Code Para nos: 1341, 1342 & 1343.

This is issued with the approval of the Competent Authority

Encl. a/a



(ए.प्रदीप A/PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GR&S

कृते भंडार नियंत्रक For Controller of Stores

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Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

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Sr.SM/EDP/SC, Principal/STC/SC

All Section-in-Charges of COS Office

(17)

ACL loco items

s.no.	PL no.	Description	AAC	BAR	AAC Value
1.	25517107	Bibbby coupling	6	35065.08	210390.48
2.	25567767	AUX. cam switch	1800	174.32	313776
3.	25680158	Acid loco battery	90	11384.19	1024577.1
4.	25708156	Set of limit switches	10	8708.51	87085.1
5.	25708193	Aux. cam switch	70	805.09	56356.3
6.	25820084	Contact segment assly	24	7820	187680
7.	25820096	Contact segment assly	25	4288.26	107206.5
8.	25821003	Finger contact segment assly	150	7046.82	1057023
9.	25828095	Finger contact segment assly	330	4698.41	1550475.3
10.	25968087	Set of fixed mobile	192	4055.79	778711.68
11.	25968105	Finger contact assly	10	8449.40	84494

TRD items

1	46330100	Cadmium copper	3	494392.90	1483178.7
2	46420939	Standard annealed copy	800	541.65	433320
3.	46120166	Bracket insulator	300	2296.71	689013

Train lighting items

1	45137961	Rotary switch 300 Amps	84	11623.51	976374.84
2	45138977	Rotary switch 500 Amps	45	22058.36	992610
3	45150382	Compact fluorescent lamp	360	616.45	221922
4.	42114986	Double capped tubular fluorescent lamp	12350	23.44	289484
5.	45218493	Diffusers I/L light fittings	7450	172.42	1284529
6.	45180313	Railway carriage fan	3700	3249.53	12023261

General electrical item

1.	42027019	Circuit breaker	26	948.02	24648.52
2.	40018039	Pvc cable	30000	87.93	2637900
3.	40071911	PVC cable	80000	6.47	517600
4.	40075205	PVC armed wire	25000	122.37	3059250
5	40077688	PVC insulated	1574	435.37	685272.38
6.	40110746	Cable welding aluminium	5640	53.8	303432
7.	42027019	Circuit breaker	500	1029.80	514900
8.	42110063	Fluorescent lamps	16000	61.63	986080
9.	40075266	PVC cable	9400	486.05	4568870
10.	40077056	PVC insulated	14500	406.01	5887145
11.	40077068	PVC insulated	1574	435.37	685272.38

All the above items are preferable items
Dyamm/E may kindly forward, please.

B.Raj
AMM/EG 4/5/17

DY.CMM/E

DY.CMM/G&P/S

(18)

ITEMS PROPOSED FOR DEPARTMENTAL STOCK VERIFICATION

S. & T x cloth items:

SNo	PL No	Item	BAR	AAC	AAC Value
1	56110728	Cable 24 Core x 1.5 sq.mm.	311.531 mtrs.	100000 mtrs.	31153108
2	56119550	6 Quad Cable	176234.93 km	74	13041384
3	56150210	Lead acid cell 80 AH	2178.23	7000	15247670
4	56450229	Relay AC immune plug	2362.28No	1520	3550665
5	56468039	LED signal – RED aspect	8120.29No	815	6618549
6	79337879	Bed sheets white	100No	200000	20000000
7	79339475	Towels Turkish	25.27 No	200000	5054000
8	79010805	Dungry cloth blue	95.76 mtrs	197741	18935678
9	79560003	Gold plated silver medal	1138.11	3001	3415468

Oil and general items :

SNo	PL No	Item	BAR	AAC	AAC Value
1	92111002	High Diesel oil	59.75	2116596	126466611
2	80090436	Kerosene Oil	51.79	366764	18994707
3	92113011	Gasolene oil	69.99	24000	1679760
4	80014290	RR606	77899.95	2112	164524694
5	80014884	Servo prime 76	104.65	102310	10706741
6	80031365	Servo coat 170 T	122.03	206800	25235804
7	80037008	Servo Grease RR3	180.00	156505	28170900

C&W items :

SNo	PL No	Item	BAR	AAC	AAC Value
1	33509025	Wheel Discs	36985	200	7397000
2	17230251	Wheel Discs	92651	322	29833622
3	29050054	Wheel Discs	82496	300	24748800
4	38064510	Wheel Discs BOXN	47721	4000	190884000
5	38064546	Wheel Sets BOXN	40613	200	8122600

Electrical items :

SNo	PL No	Item	BAR	AAC	AAC Value
1	45170381	Batteries 1100AH	1123379.75	133	149409407
2	45178203	Batteries 500AH	41250.00	604	24915000
3	45170113	Batteries 120AH	125865.00	832	104719680
4	25680158	Batteries 75AH	11399.88	685	7808917

Al Sol
Dycomm/4

Dycomm/E
Dycomm/600

Dycomm/545

Al Raddaf
Dycomm/65

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad-71

दि Dt.31.05.2017

सं.No. S.232.Tender & Pur. Procedure

OFFICE PROCEDURE ORDER NO. 15 /2017

विषय :Sub:- Implementation of GST.

संदर्भ :Ref:- Railway Board Lr.No.2008/RS(G)/771/1 Dt.29.05.2017

(A) With reference to Railway Board's letter under reference, regarding migration to GST regime as the GST role out is expected with effect from 01.07.2017, the following is to be incorporated as Special Tender Conditions in the Bid Document:

"For the tender due to open before roll out of GST-

All the bidders/tenders while quoting the rates should clearly indicate the rate of applicable duties and taxes included in the prices quoted by them. Any variation in tax structure/rate due to introduction of GST, shall be dealt with under Statutory Variation Clause.

For the tenders opening after roll out of GST:

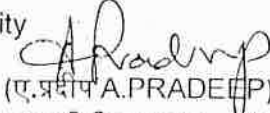
All the bidders/tenders should ensure that they are GST compliant and their quoted tax structure/rates are as per GST Law"

The above conditions are to be incorporated as Special Tender Conditions without fail.

(B) The following conditions are also to be incorporated as Special Tender Conditions:

- 1) All vendors should have GST Registration Number.
- 2) GST Act and Rules as applicable from time to time is applicable.
- 3) No bills will be accepted without GST registration.

This is issued with the approval of the Competent Authority


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

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भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

दि Dt.08.06.2017

सं.No. S.150.GST.2017

ALL DEPOT OFFICERS

OFFICE PROCEDURE ORDER NO. 16 /2017

विषय Sub:- Goods and Service Tax (GST) – Implementation.

संदर्भ :Ref:- Rly Board Letter No. 2017/AC-II/1/6 Dt.19.05.2017.

The transitional guideline for availing Input Tax Credit is laid down by under Section 140 of CGST Act,2017 and Input Tax Credit for job work under Sectuib 141 of CGST Act, 2017 may please be referred .

Section 140(1) A registered person, other than a person opting to pay tax under Section 10, shall be entitled to take, in his electronic credit ledger, the amount of CENVAT credit carried forward in the return relating to the period ending with the day immediately preceding the appointed day, furnished by him under the existing law in such manner as may be prescribed: Provided that the registered person shall not be allowed to take credit in the following circumstance, namely:- (i) where the said amount of credit is not admissible as input tax credit under this Act; or (ii) where he has not furnished all the returns required under the existing law for the period of six month immediately preceding the appointed date; or (iii) where the said amount of credit related to goods manufactured and cleared under such exemption notification as are notified by the Government.

In light of the above, the following action is to be taken by each Zonal Railway/Production Unit.

A. Credit on Goods/Capital Inventory present in stock and transferred to the electronic credit ledger under GST.

Indian Railway can claim CENVAT Credit on goods in stock, capital goods and the input services which they are utilizing for providing taxable and non-taxable output services or sales in the existing indirect tax regime. These goods may be present in factories, station, sheds; etc. Following steps are required to be taken for calming credit on such goods/services in GST:

- Collect Tax Invoices/Documents for such goods/capital inventory from venders/Dealers/service provider.
- Collect/maintain invoices issued specifically on or after 01.07.2016
- Map the goods/capital assets against taxable and exempt output sale/servicerespectively.
- Segregate invoices for goods used in providing taxable sales/services.
- Segregate invoices for goods used in providing exempt sales/services.
- Identify Tax Component in all these invoices

Cont'd....(2)

- Identify whether such inputs have been received and are physically present as inventory/work-in-progress or in form of finished goods.
- Identify whether such capital goods have been received and are physically present as inventory/work-in-progress or in form of finished goods.
- For Exempt sales/output services, record seller/supplier details, date of invoice, Invoice number, invoice value and tax component in electronic format.
- For Taxable sales/output services, record seller/supplier details, date of invoice, invoice number, invoice value and tax component in electronic format.
- Maintain a record of returns filed for the period from Jan'16 to June'16.
- Post Implementation of GST, IR needs to file a return named GST Tran-01. This will include the details of CENVAT credit details captured in the electronic records as stated above which has been carried forward as Input Tax Credit in GST.

B. Transfer of unavailed part of Cenvat Credit on Capital Goods to GST

CENVAT Credit on Capital goods is currently availed in 2 parts. 50% of the CENVAT Credit is claimed in the year of purchase and the balance in the succeeding year. Indian Railways may be claiming CENVAT Credit on Capital goods. The balance part of CENVAT Credit which is due to be availed in the succeeding year will be allowed to be availed/carried forward in GST as Input Tax Credit. Following information is required to be noted for carry forward of un-availed portion of CENVAT Credit on Capital Goods.

- This provision would be applicable for Capital goods purchased after 01.04.2016(i.e where capital assets have been purchased between 01.04.2016-31.03.2017, CENVAT Credit would have been availed partly in FY 16-17 and balance in 01.04.2017- 30.06.2017).
- IR is required to identify Tax Invoices for such Capital goods purchased after 01.04.2017 where CENVAT Credit of capital goods has been availed currently.
- Verify the CENVAT Credit availed till date against such invoices vis-à-vis the CENVAT Credit register.
- Identify Tax Component in all these Invoices.
- Verify physical presence of such capital goods.
- Record seller/supplier details, date of invoice, invoice number, invoice value and tax component in a separate electronic format.
- Maintain a record of filling of return for the period from January'16 to June'16.
- Post implementation of GST, IR needs to file a return named GST Tran-01. This will include the details of CENVAT credit details captured in the electronic records as stated above which has been carried forward as input Tax Credit in GST.

Cont'd....(3)

C. Claiming of Credit on Good-in-Transit on date of GST.

Indian railway may receive certain goods or services after 01.07.2017 (after Applicability of GST) but payment for this was before 01.07.2017, Indian Railways can claim Input Tax Credit in such goods in GST by complying with the following steps.

- Ensure seller pays the taxes on such supply of goods or services before 01.07.2017.
- Invoices to be booked by IR in Accounts by 30.07.2017.
- Maintain separate record for such goods/services received along with invoices after applicability of GST.

Above instruction may be scrupulously followed.

All the above exercise should be completed and the details so compiled category wise A, B & C should be intimated to the under signed along with soft copies by 15.06.2017 in Annexure-I within 7 days.

Any lacuna will be viewed seriously, as any non compliance of the above the railway has to pay the respective CST amounts.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

Copy to:-
PS to COS for kind information of COS
CMM/G, CMM/E & CMM/M
All HQrs Purchase Officers; & Divisional Officers
Dy.CMM/Con/SC

Annexure-I

[illegible]

भंडार शाखा Stores Branch
रेल निलयम् Rail Nilayam
सिकंदराबाद Secunderabad – 71
दि Dt. 19.06.2017

सं.No. S.150.GST.2017

ALL DEPOT OFFICERS

विषय :Sub:- Feed Back to Railway Board on GST implementation-Earnings
(Output Tax).

संदर्भ :Ref:-- i) Dy.FA&CAO/Fin Lr.No A/XP/GST Dt. 13.06.2017.

ii) Rly Bd's Lr No 2016/AC-II/1/6/GST, Dt 09.06.2017 (RBA No
69/2017) (GST Circular No 16/2017).

The Procedure for Feed backs to Railway Board on GST.-

1. Finance has advised us to furnish weekly progress with regard to implementation of GST.
2. To have a close monitoring of 95%/98% certified challan cases depots shall enter these challans in a register serially numbered and should maintain proper records.
3. Without GST numbers no such certification of challans/Release of R-Note to be made.
4. Depots to collect the detail of GST No from all venders before certification of challans/issue of R-Notes & forward the same to HQ in the following format on every weekends for updation.

Sl.No	Firms Name & Address	PO.No & GST NO& Date

5. Each Depots should nominate supervisor & staff to monitor the GST transaction by forming of separate cell.

This is issued with the approval of the Competent Authority.

(ए.प्रदीप A.PRADEEP)

उपमुख्यमंत्री/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

FA&CAO/SC, FA&CAO/S&W/SC, for kind information;

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC,

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

दि Dt. 15.06.2017

OFFICE PROCEDURE ORDER NO. 17 /2017

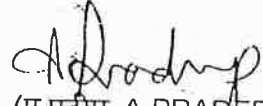
विषय Sub:- Vetting of AAC of "A" category items.

संदर्भ Ref:- FA&CAO/S&W/Sc Lr.No ASF/PO Dt. 19.05.2017.

The Procedure for vetting of "A" category items:-

- 1) Depot shall obtain initial vetting of AAC from Associated Finance on advance intimation sheet.
- 2) After initial AAC vetting by Associate Finance, Depot will forward such initially vetted ANEs/AIS on line to HQ-Finance, i.e FA&CAO/S&W for final vetting.. Monitoring should be done by concerned Depot Officer so as to ensure that these AACs are vetted at the earliest by HQ-Finance.
- 3) After final vetting of AACs by HQ-Finance, the same should be sent back to concerned Depot online by HQ- Finance. Thereafter, the Depot Officer should forward such vetted AIS/ANEs to the COS office online, for initiating procurement.
- 4) Till such time CRIS provides online transmission of demand from Depot to Associate Finance & back and Depot to HQ finance & back, the transmission of demand from Depot to Associate Finance & back will be manual.
- 5) All Depot Officers will report progress of vetting of "A" Category items by HQrs finance in their MCDO.

This is issued with the approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

All PHODs/DRMs, FA&CAO/SC, FA&CAO/W&S/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC

All Section-in-Charges of COS Office

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

दि Dt. 27.06.2017

सं.No. S.232.Tender & Purchase Procedure

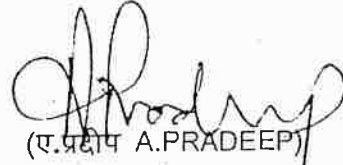
OFFICE PROCEDURE ORDER NO. 18 /2017

विषय Sub:- Procurement from Approved Sources.

संदर्भ :Ref:- Rly Board Letter No. 99/RS(G)/709/1Pt Dt.13.01.2017.

As per the above Railway Board guidelines tender conditions have been modified in respect of clause of Para- 3.1.1, 3.1.2 & Revised Clause for Para- 3.1.1, 3.1.2- Procurement from Approved Sources is enclosed herewith for compliance.

This issues with the approval of the Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in iMMS.

All PHODs/DRMs, FA&CAO/SC, FA&CAO/W&S/SC, FA&CAO/C/SC for kind information;

CWMLGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office

3 Procurement from Approved Sources:

3.1 Approved by RDSO:

Clause No	Existing Clause	Revised Clause No	Revised Clause
3.1.1	Wherever necessary, as per policy of procurement, bulk purchases will be made only from those firms who have been approved by RDSO for such ordering before opening of tender to manufacture and supply the item. The tenderers are to attach scanned copies of RDSO approval letters along with their quotation. The status of the firm will be reckoned as on the date of tender opening and not thereafter. But, in case of removal /suspension /banning etc after opening of tender, such changes shall be taken in to account while considering the offers. Minimum 80% of Net procurement Quantity (NPQ) shall be ordered on approved vendors. As per Railway Board's letter No.99/RS(G)/709/1 dated 18.11.2016, all the existing Part-I and Part-II sources of RDSO have been merged as "Approved Vendors". Hence, till such time RDSO issues New Vendor Directory, all the existing Part-1 and Part-II sources of RDSO will be merged and considered as "Approved Vendors of RDSO for the purpose of placement of bulk orders.	3.1.1	Wherever necessary, as per policy of procurement, bulk purchases will be made only from those firms who have been approved by RDSO for such ordering before opening of tender. The tenderers are to attach scanned copies of RDSO approval letters along with their offer. The status of the firm will be reckoned as on the date of tender opening and not thereafter. But, in case of downgrading / removal / suspension / banning etc after opening of tender, such changes shall be taken in to account while considering the offers. Minimum 80% of Net procurement Quantity (NPQ) shall be ordered on approved vendors.
		3.1.2	<p>Developmental orders:</p> <p>(a) Wherever, RDSO has assessed the capacity cum capability of the firm and has cleared the source as RDSO vendors for placement of developmental orders, developmental order upto 20% may be placed on such sources.</p> <p>(b) Wherever the vendor approving agency has not classified any of the vendors for placement of developmental order, developmental order may be placed upto 20% of the NPQ on unregistered/untried firms about whom Railway is prima facie satisfied that they are capable of executing the order. This 20% quantity will be within the NPQ. However, there may be some case of procurement of materials where Railways may not be willing to undertake the risk of failure on the part of the supplier on whom the developmental orders have been placed. In such cases, Railway may go in for increased purchase quantity and keeping in view budgetary and other aspects so that 100 percent order could be placed on approved suppliers and quantity not more than 20% of NPQ could be placed as a developmental order outside the NPQ. This is subject to:-</p> <p>i) Such tendering firms which are not approved by RDSO for placement of developmental orders must submit their credentials details i.e., Machinery & Plant, Testing Facilities, QAP, Technical Manpower etc.</p> <p>ii) Such offers are technically suitable.</p> <p>iii) Credentials of the firms i.e., firms who have submitted adequate evidence towards their capacity-cum-capability, past performance etc., and prima-facie the Railways are satisfied that the Tenderer is capable of executing the orders but whose capacity to supply bulk quantity has not been established in the past, the Capacity-cum-capability claimed/exhibited in their offers submitted, will be verified by the Railways wherever considered necessary before placement of</p>
	3.1.2 Para (a)-Railway reserves the rights to place bulk orders for minimum 80% of NPQ on approved vendors of RDSO.		

			<p>Purchase Order on unapproved firms, either by deputing their representative or by engaging agencies of RDSO/RITES etc., at the discretion of Railways.</p> <p>iv) Failure to furnish requisite credentials details i.e., machinery and plant, testing facilities, QAP, technical manpower etc., will make the offer liable to be ignored.</p>
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Railway Board Letter No-99/RS(G)/709/1/Pt Dt 13.01.2016.



SOUTH CENTRAL RAILWAY
OFFICE OF THE CONTROLLER OF STORES
6TH FLOOR, RAIL NILAYAM, SECUNDERABAD - 71

No.S.289.Policy Matters /2017-18

Dt. 04-07-2017.

OFFICE PROCEDURE ORDER NO. 20/2017

Sub: Regarding Issue Note Book.

Ref: Railway Board's Lr.No.2016/RS (S)/709/28 CAiii dt.07.06.2017
^ ^ ^ ^

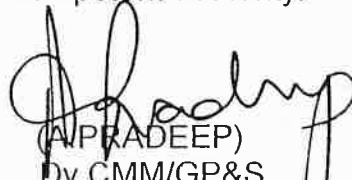
Railway Board vide letter cited above have advised that 'Sale Issue Note' should be Serially numbered to avoid any mis-use of the same.

Hence, Serially Numbered 'Sale issue Note' (like money value Items) should only be used and usage of non serially numbered of 'Sale issue Note' should be stopped with immediate effect.

It is hereby advised to discontinue the usage of Non serially numbered 'Sale issue Note'. Adequate quantities of serially numbered 'Sale issue Note' should be printed and used to avoid any mis-use.

Please ensure the above instructions should strictly be followed without fail.

This issues with the approval of competent authority.


(APRADEEP)
Dy.CMM/GP&S
For Controller of Stores.

C/- PS to COS for kind information of COS.

CMM/G, CMM/E & CMM/M

All PHODs/DRMs ,FA&CAO/SC, FA&CAOW&S/SC, FA&CAO/C/SC for kind information.

CWM/LGD,RYPs,TPTY,Dy.FA&CAOWS/LGD, WAO/CRS/TPTY, RYPs,CAO/RJY,

Sr.AFA/SF/SC, Sr.DFM/SC,HYB,BZA, GTL, GNT, &NED for kind information.

Dy.CVO/Stores/SC, All purchase Officers, Depot & Divisional Officers,

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC,Sr.SM/EDP/SC, Principal /STC/SC.

All section in-charges of COS Office.

uploaded in cos folder

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

दि Dt. 6.07.2017

सं.No. Issued by IC section

OFFICE PROCEDURE ORDER NO. 21 /2017

विषय Sub:- Printing of ANE by Computer cell.

Same OPO is released vide OPO NO 26/2017 on 12.07.2017.

सं. No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO: 22 /2017

विषय Sub:- Vetting of 'A' category items by Hqrs. Finance

संदर्भ Ref.: This office procedure order no. 17/2017 circulated under
Ir.no.S.232.Tender & Purchase Procedure dated 15.06.2017.

It is reported by the Depot Officers that the 'A' category items with AACs are vetted by the Associated Finance subject to final vetting by FA&CAO/S&W/SC and returning to Depots on-line for further vetting by Hqrs. Finance.

As there is no provision to forward the vetted AIS to FA&CAO/S&W/SC on-line, the hard copy of initially vetted AIS may be sent to concerned Dy.CMM at Hqrs. to get it vetted manually, till arrangements are made by CRIS for on-line vetting by both Associated Finance as well as Hqrs. Finance.

In this connection, the following revised procedure for vetting of A cat items is issued.

1. The Depot Officer should forward the AIS(Advance Intimate Sheet) to the Associated Finance for vetting on-line.
2. After vetting by Associated Finance, the Depot Officer should forward the hard copy of vetted AIS to concerned Dy.CMM/Hqrs for obtaining final vetting of AIS from FA&CAO/S&W/SC.
3. On receipt of the hard copy of initially vetted ANE from the depot, the Purchase Officer should forward it to FA&CAO/S&W/SC for final vetting. As it may take some time to get the final vetted ANE from FA&CAO/S&W/SC, the Purchase Officer should float the tenders simultaneously without waiting for final vetted AIS to save the procurement time.
4. On receipt of the finally vetted AIS from FA&CAO/S&W/SC, the Purchase Officer should work out the net quantity required to be procured duly connecting the finally vetted AIS.
5. Once quantity is finally vetted in AIS, the same should be updated in iMMS.
6. Similar procedure may also be followed for 'B' Cat items where the annual consumption is more than 10% of the last 3 years average consumption.

This supersedes the earlier procedure order mentioned under reference.

This issues with the approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

C : PS to COS for kind information of COS.

: CMM/G, CMM/E, CMM/M for information please.

: All PHODs/DRMs, FA&CAO/SC, FA&CAO/W&S/SC, FA&CAO/C/SC for kind information.

: CWM/LGD, RYPS, TPTY, Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY.

: Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for information please.

: Dy.CVO/Stores/SC.

: All Purchase Officers, Depot & Divisional Officers.

: Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC.

: Sr.SM/EDP/SC, Principal/STC/SC.

: All Section-in-charges of COS office.

सं. No. S.232. Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO: 23 /2017

विषय Sub: Ordering on approved sources/Vendor approval, Cartel Formation & GST etc.

संदर्भ :Ref:- 1) Rly Board Letter No 2001/RS(G)/779/7 Pt 1 Dt. 29.06.2017.

2). Rly Board Letter No 99/RS(G)/709/1 dt. 18.11.2016.

As per Railway Board letters mentioned above clarification regarding on Ordering on approved sources/Vendor approval, cartel formation & GST etc have been incorporated in the General Tender Conditions for compliance as below:

Clause	Existing Clause	Clause No	Revised Clause
3.1.3	Nil	3.1.3	Addition: Ordering on approved sources/Vendor approval: Wherever there is no Approved Vendor for an item in vendor list/directories and where tender conditions stipulate bulk ordering on approved sources only, in such cases, the same tender conditions would apply for placement of bulk orders to firms not in approved list without any quantity restrictions. However, while considering such firms, past-performance capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc. will be taken into consideration subject to rates being reasonable and firms otherwise considered capable.
10	Cartel Formation: a) Whenever all or most of the approved firms quote equal rates and cartel formation is suspected, Railways reserves the right to place order on one or more firms with exclusion of the rest without assigning any reason thereof. b) Firms are expected to quote for a quantity not less than 50% of the tendered quantity. Offers for quantity less than 50% of tendered quantity will be considered unresponsive and liable to be rejected in case Cartel Formation is suspected. Railways however reserve the right to order on one or more firms any quantity. c) The firms who quote in cartel may be warned that their names are likely to be deleted from list of approved sources	10	Cartel Formation: a) Whenever all or most of the approved firms quote equal rates and cartel formation is suspected, Railways reserves the right to place order on one or more firms with exclusion of the rest without assigning any reason thereof. b) Firms are expected to quote for a quantity not less than 50% of the tendered quantity. Offers for quantity less than 50% of tendered quantity will be considered unresponsive and liable to be rejected in case Cartel Formation is suspected. Railways however reserve the right to order on one or more firms any quantity. c) The firms who quote in cartel may be warned that their names are likely to be deleted from list of approved sources.

सं. No. S.150.GST.2017

OFFICE PROCEDURE ORDER NO: 24 /2017

विषय :Sub:- GST exemption for Railway equipment and materials moved by
Indian Railway for its own consumption across various states.

संदर्भ :Ref:- Railway Board Lr.No 2006/RS(G)/777/1 dt. 11.07.2017.

As per Railway Board letter mentioned above regarding GST exemption for Railway equipment and materials moved by Indian Railway for its own consumption across various states, the following procedure shall be followed:.

As per Section 31(3) (c) of the CGST Act, 2017, Bill of supply has to be issued by Railways while transferring Goods, that are considered as exempted in case the value is more than Rs.200/-, **Transfer of Goods/Stores from one State/UT to another State/UT is considered to be an exempted activity** as per section 7(1) of the CGST Act, 2017 read with clause 1(b) of Schedule II of the CGST Act, 2017.

Therefore, while transferring Railway Materials from the Depot/Workshop/Shod/Stock holder in one State to another State; **it may be ensured that** the Bill of Supply as mentioned in Rule 49 of the Chapter VI of the CGST Rules, 2017 (Copy enclosed), accompanies such consignments. A declaration may also be given in the bill of Supply that.

"This transfer of Railway Materials (description of material to indicated) from the Depot/workshop/Shed/Stock holder of ... (Name of the Zonal Railway and the State (originating Depot, GSTIN] to the Depot/ Workshop/Shod/Stock holder of -----[Name of the Zonal Railway and the state (Description). GSTIN], is without any transfer of title of the said goods, and is treated as supply of service between two distinct persons [as defined in section 25(4) of the CGST Act, 2017 (CGST Act, 2017) As per section 7(1) of the Central Goods and Services Tax Act, 2017 (CGST ACT, 2017) read Clause 1(b) of schedule II of the CGST Act, 2017, this interstate supply of service by the Central Government (Ministry of Railway) to Central Government (Ministry of Railway) is exempt from the levy of IGST vide S.No.8 of the notification No.9/2017 – Integrated Tax (Rate) dated 28.06.2017"

Formats for bills for supply of material is also enclosed. This is being made available in iMMS by CRIS

This issues with the approval of the Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/W&S/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC, All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC. All Section-in-Charges of COS Office.

विषय :Sub:- GST exemption for Railway equipment and materials moved by Indian Railway for its own consumption across various states.

संदर्भ :Ref:- Railway Board Lr.No 2006/RS(G)/777/1 dt. 11.07.2017.

A) Bills for supply of Material.

S.NO	Description	Details
a	Name, Address and goods and Service Tax Identification Number of the supplier	
b	A consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets of numerical or serial characters-hyphen or dash and slash symbolized as "-" and "/" respectively, and any combination thereof , unique for a financial year.	
c	Date of its issue.	
d	Name, Address and goods and Service Tax Identification Number or Unique indent Number, if registered, of the recipient,	
e	Harmonised System of Nomenclatures Code for goods or services.	
f	Description of goods or services or both	
g	Value of supply of goods or services or both taking into account discount or abatement, if any, and	
h	Signature of digital signature of the supplier or his authorised representative.	

Provided that the provisos to rule 46 shall, mutatis mutandis, apply to the bill of supply issued under this rule.

Provided further that any tax invoice or any other similar document issued under any other Act for the time being in force in respect of any non-taxable supply shall be treated as bill of supply for the purposes of the Act.

OFFICE PROCEDURE ORDER NO: 25 /2017

विषय :Sub:- 100% Payment against Proforma Invoice- Sanction of AGM to 11 firms.

The validity of the facility of 100% Payment against Proforma Invoice circulated vide this office Note no.1/2015 dt.21.04.2015 expired on 21.04.2017.

AGM has accorded Sanction for 100% Payment against Proforma Invoice for ONE year to 11 Firms given below and is valid upto 14.07.2018:

1. M/s. BHEL/Bhopal
2. M/s. Autometre Alliance Ltd
3. M/s. Bombardier
4. M/s. NEI/Jaipur.
5. M/s. Indian Oil Corporation Ltd
6. M/s. BPC Ltd
7. M/s. HPC Ltd
8. M/s. Balmer Lawrie & Co
9. M/s. Ordnance Factory
10. M/s. Bharat Aluminium Co Ltd
11. M/s. G. E. Transportation.

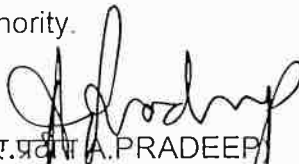
The following conditions should be incorporated in Purchase Orders where 100% payment is made to the supplier against Proforma Invoice.

1. The Vendor should send the Proforma Invoice to the Consignee as per terms and conditions of the Purchase Order, when the materials are ready.
2. Consignee should collect the cheque from the Accounts immediately after receipt of the Proforma Invoice duly assessing the requirement of the material.
3. Consignee should arrange to collect the material as per terms and conditions of the Purchase Order, it is sole responsibility of the consignee for proper collection and receipt of the material.
4. A technical representative of the consignee will have to be deputed to the firms premises with the cheque and the same will be given to the firm on acknowledgment, after inspection and receipt of the full quantity /dispatch documents for the full quantity for which the cheque is drawn.

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all Dept. Director
2017

5. Availability of funds under MAR should be got certified by the associated finance before entering into commitments.
6. A separate register to note the rejections if any should be maintained in each purchase section and if it is found in any case that the material supplied by any of the firms mentioned in the enclosed Annexure is rejected, the same should be recorded in this register and the facility of 100% proforma invoice payment withdrawn.
7. The consignee should immediately report to COS office as soon as the cheque is presented to the firm and the material has been collected duly giving the accountal particulars.

This issues with the approval of the Competent Authority.



(ए.प्रदीप) A. PRADEEP

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/W&S/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC.

All Section-in-Charges of COS Office.

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

दि Dt. 12.07.2017

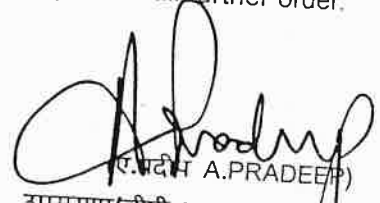
सं. No. S.232.Tender & Purchase Procedures

OFFICE PROCEDURE ORDER NO. 26 /2017

विषय Sub:- Printing of ANE by Computer cell.

It is reported by the Purchase Officers that hard copy of demand is required. ANEs are to be printed by Computer Cell before 5th of every month and the hard copy of the ANEs have to be sent to the concerned purchase section under acknowledgement till further order.

This issues with the approval of the Competent Authority.


(A. PRADEEP)
उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

- C : PS to COS for kind information of COS please.
- : CMM/G, CME/E, CMM/M for kind information please.
- : All purchase Officers for information and necessary action.
- : All Purchase Section Incharges.

OFFICE PROCEDURE ORDER NO: 27 /2017

विषय Sub:- Requirement of BIS Certification reg

BIS certification has become mandatory for steel items and hence the following has been incorporated as Para 3.4 in the General Tender Condition with immediate effect.

Para no.	Existing Clause	Para no.	Additional Clause
3.4	NIL	3.4	<p>ADDITION:</p> <p>Requirement of BIS Certification for raw Materials:</p> <p>If the specification of material used to manufacture the tendered item comes under the mandatory certification of BIS, [the details of mandatory certification are indicated on the Bureau of Indian Standards (BIS) website – www.bis.org.in under "Product Certification" → "Mandatory Certification"], the firm will ensure the purchase of material from the sources which are having BIS License and with ISI mark. The necessary related documents will be required to be submitted by the firm if the same is asked for by inspecting agency or any third party. The firm will produce the trail of documents and test certificates to show that the said item has been sourced from BIS licensee and with ISI mark. This will be applicable to individual item and / or a part in the assembly / fabricated item. ISI stamp should be demonstrated by the vendor / supplier / contractor on the item or its salvage, which should be available in vendor's premises.</p>

This is issues with the approval of the Competent Authority


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

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All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

OFFICE PROCEDURE ORDER NO: 28 /2017

विषय Sub:- Taxes and Duties – Instructions to Tenderers reg

संदर्भ :Ref:- Implementation on GST

With implementation of GST with effect from July 1st 2017, Clause No.19, 20, 21 & 26 regarding Taxes and Duties in the Instructions to Tenderers is modified as follows:

I) APPLICABLE ONLY FOR ITEMS WHICH ARE NOT COVERED BY GST:

Clause No	Existing Clause	Clause No	Revised Clause
19.0	Taxes and Duties: Each vender must fill and submit the Financial Offer Form i.e. Rate form, as available with E-tender, encrypt his offer on his client machine with the secure encryption key available with the tender and digitally sign using his Digital Signature Certificate.	19.0	NO CHANGE
19.1	Tenderers should clearly indicate separately ex-works basic price, packing charges, forwarding charges, Maximum applicable percentage of Excise Duty, Educational Cess, Sales Tax/VAT and Freight charges upto destination, in the respective field of the Financial Offer Form for each unit tendered. Duties and Taxes are not payable on freight charges and forwarding charges. Therefore, if the tenderer happens to quote a composite rate, due break-up is to be given showing freight and forwarding charges separately in the field of the Financial Offer Form.	19.1	NO CHANGE
19.2	Tenderers are required to quote in the same rate unit (i.e. Number, set etc.) as given in the tender schedule. Any deviation in this aspect will make the offer liable to be ignored. DENIAL CLAUSE : <i>Supplier will not be entitled to any benefit of upward statutory variations in ED & taxes announced after expiry of the original Delivery Period as per Purchase Order.</i>	19.2	NO CHANGE

20.0	Excise Duty:	20.0	NO CHANGE
20.1	<p>Tenderers are requested to refrain from quoting vague terms like "Excise Duty as applicable". They will have to clearly quote the percentage ED extra as applicable. If quoted rate is inclusive of ED or the item is not dutiable, the tenderer must use the drop down option in the Excise Duty type and select appropriate option such as "Inclusive" or "Nil" or "Not applicable". If it is not done so, then, the offer will be taken as inclusive of ED at the highest rate obtained in the tender batch. General phrases as "Excise duty extra as applicable" shall not be accepted. Please mention clearly if excise duty is applicable on the tendered item or not. If Excise Duty (ED) is being charged extra, then the tenderers should clearly indicate the maximum percentage of statutory ED as will be applicable during currency of contract for the tendered stores in the appropriate field of the Financial Offer Form.</p> <p>If concessional ED is applicable at the time of submitting offers and the tenderer wish actual ED at the time of supply should be reimbursed ,then they should clearly quote with maximum percentage of statutory ED that can become applicable later based on Turn Over. Tenders will be evaluated on the basis of maximum rate of statutory ED which may become applicable, and not the concessional rate of ED. However, ED will be reimbursed at actual (on production of documentary evidence of payment of ED) and within the upper ceiling of the maximum ED rate considered for evaluation purpose.</p> <p>If ED is not claimed in the offer and no mention is made about Excise duty, then no ED will be payable. If ED is claimed in the offer with exact rate and no statutory variation is also claimed by the firm in the offer, then the same will be considered duly evaluating the offers with exact rate of ED.</p>	20.1	NO CHANGE

	<p>In no case the variation in ED (beyond the statutory maximum rate of ED applicable at the time of submission of offer) due to increase in turnover during the currency of contract will be admissible unless specifically mentioned in the offer. If tenderer misclassifies the goods under relevant excise tariff rules, the Railway will not pay increased Excise Duty due to such misclassification. ED will be paid subject to documentary evidence and government notifications only.</p>	
20.2	<p>Payment of ED and Excise Duty - Modvat Rules. The claim for ED on each bill should be supported by the following certificates.</p>	NO CHANGE
(i)	<p>The rate of ED is advalorem. The ED at present legally leviable in this case is Rs. i.e. on Rs. being the unit value of the Stores assessed by the concerned authority of the Excise department.</p>	NO CHANGE
(ii)	<p>Certified that the ED charged on this bill is not more than that is legally leviable and payable under the provision of the relevant act or rules made there under.</p>	NO CHANGE
(iii)	<p>Certified that the amount of Rs. claimed as ED in this bill is in accordance with the provision of the rules in all respects and the same has been actually paid to the excise authorities in respect of the stores covered by the bills.</p>	NO CHANGE
(iv)	<p>Quarterly certificate to the effect that no refund of ED already reimbursed against this contract has been obtained during the quarter ending. In the event of any such refund being obtained by the seller, the same should be passed on to the purchaser.</p>	NO CHANGE

(v)	<p><u>MODVAT Certificate:</u></p> <p>The tenderers will have to give the following certificates in their offer.</p> <p>“We hereby declare that in quoting the above price, we have taken into effect, the full effect of the duty set-off on ‘Central excise and counter veiling duties’ available under the existing MODVAT scheme. We further agree to pass on such additional duties and set off as may become available in future in respect of all the inputs used for the manufacture of the final product, on the date of the supply under MODVAT scheme, by way of reduction in price and advise the purchaser accordingly.”</p>		NO CHANGE
20.3	<p>Special MODVAT Condition for all the Lead Acid Batteries:</p> <p>The tenderer has to give details of MODVAT benefit on raw material (lead), which will be passed on to the purchaser. The tenderer should indicate weight of ‘Lead’ used in manufacturing one battery as ‘Raw Material’ input. Modvat benefits/additional duty set-off on the goods supplied, if any, accrued to the tenderer will have to be passed on to the Railways (purchaser) under the MODVAT Scheme by way of reduction in prices.</p>		NO CHANGE
21.0	<p><u>Sales Tax/Value Added Tax :</u></p> <p>Sales tax/ Value Added Taxes should be quoted ‘extra’ in percentage if applicable or quote “Zero” if exempted in the appropriate input box on the Financial Offer Form.</p> <p>Issue of Form ‘D’ towards CST on inter-state purchase by Railways is withdrawn. Consequent upon the withdrawal of ‘D’ Form, the rate of CST on inter-state sale to Railways shall be the rate of VAT/State Sales Tax applicable in the state of the selling dealer/vendor.</p>		NO CHANGE

21.0	<p>(a) Following may be noted wherever Value Added Tax is applicable:</p> <p>(i) The tenderer should quote the exact percentage of VAT that they will be charging extra.</p> <p>(ii) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.</p> <p>(iii) The tenderer while quoting for tenders should give the following declaration: "We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly."</p> <p>(b) The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set off/input tax credit to the tune of Rs. has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted".</p> <p>If any surcharge on tax is applicable the same should be indicated clearly.</p> <p><u>All the offers shall be evaluated as per tax regime as applicable on the date of tender opening.</u></p>	<p>NO CHANGE</p> <p>NO CHANGE</p> <p>NO CHANGE</p> <p>NO CHANGE</p> <p>NO CHANGE</p> <p>NO CHANGE</p>
22.0	<p><u>Octroi Exemption Certificate:</u> Purchaser will not bear any Octroi charges, and if required will issue Octroi Exemption Certificate (OEC) only. In the event of Octroi exemption certificate not being honored by the concerned municipal authority, and Octroi charges become payable, the supplier will have to bear the same.</p>	<p>NO CHANGE</p> <p>NO CHANGE</p>

26.0 (iii)	<i>Inter-se ranking of the offers will be determined on Total Unit Rate basis which will include Basic rate/Unit, all statutory taxes and duties i.e., ED, Educational Cess, ST/VAT, Packing charges, Forwarding charges, freight, Insurance and any other charges quoted by the tenderer.</i>	26.0 (iii)	NO CHANGE
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II) APPLICABLE ONLY FOR ITEMS WHICH ARE COVERED BY GST:

Clause No	Existing Clause	Clause No	Revised Clause
19.0	<p>Taxes and Duties: Each vender must fill and submit the Financial Offer Form i.e. Rate form, as available with E-tender, encrypt his offer on his client machine with the secure encryption key available with the tender and digitally sign using his Digital Signature Certificate.</p>	19.0	<p>Taxes and Duties: Each vender must fill and submit the Financial Offer Form i.e. Rate form, as available with E-tender, encrypt his offer on his client machine with the secure encryption key available with the tender and digitally sign using his Digital Signature Certificate.</p>
19.1	<p>Tenderers should clearly indicate separately ex-works basic price, packing charges, forwarding charges, Maximum applicable percentage of Excise Duty, Educational Cess, Sales Tax/VAT and Freight charges upto destination, in the respective field of the Financial Offer Form for each unit tendered. Duties and Taxes are not payable on freight charges and forwarding charges. Therefore, if the tenderer happens to quote a composite rate, due break-up is to be given showing freight and forwarding charges separately in the field of the Financial Offer Form.</p>	19.1	<p>Tenderers should clearly indicate separately ex-works basic price, packing charges, forwarding charges, GST applicable with HSN code and Freight charges upto destination, in the respective field of the Financial Offer Form for each unit tendered. Therefore, if the tenderer happens to quote a composite rate, due break-up is to be given showing freight and forwarding charges separately in the field of the Financial Offer Form.</p>
19.2	<p>Tenderers are required to quote in the same rate unit (i.e. Number, set etc.) as given in the tender schedule. Any deviation in this aspect will make the offer liable to be ignored.</p> <p>DENIAL CLAUSE : <i>Supplier will not be entitled to any benefit of upward statutory variations in ED & taxes announced after expiry of the original Delivery Period as per Purchase Order.</i></p>	19.2	<p>Tenderers are required to quote in the same rate unit (i.e. Number, set etc.) as given in the tender schedule. Any deviation in this aspect will make the offer liable to be ignored.</p> <p>DENIAL CLAUSE : <i>Supplier will not be entitled to any benefit of upward statutory variations in GST rates announced after expiry of the original Delivery Period as per Purchase Order & in case of reduction in GST rates if any benefit will be passed on to Railways at any stage of the contract.</i></p>

20.0	Excise Duty:	20.0	<u>Goods and Services Tax:</u>
20.1	<p>Tenderers are requested to refrain from quoting vague terms like "Excise Duty as applicable". They will have to clearly quote the percentage ED extra as applicable. If quoted rate is inclusive of ED or the item is not dutiable, the tenderer must use the drop down option in the Excise Duty type and select appropriate option such as "Inclusive" or "Nil" or "Not applicable". If it is not done so, then, the offer will be taken as inclusive of ED at the highest rate obtained in the tender batch. General phrases as "Excise duty extra as applicable" shall not be accepted. Please mention clearly if excise duty is applicable on the tendered item or not. If Excise Duty (ED) is being charged extra, then the tenderers should clearly indicate the maximum percentage of statutory ED as will be applicable during currency of contract for the tendered stores in the appropriate field of the Financial Offer Form.</p> <p>If concessional ED is applicable at the time of submitting offers and the tenderer wish actual ED at the time of supply should be reimbursed, then they should clearly quote with maximum percentage of statutory ED that can become applicable later based on Turn Over. Tenders will be evaluated on the basis of maximum rate of statutory ED which may become applicable, and not the concessional rate of ED. However, ED will be reimbursed at actual (on production of documentary evidence of payment of ED) and within the upper ceiling of the maximum ED rate considered for evaluation purpose.</p>	20.1	<p>(i) Tenderers will examine the various provisions of The Central Goods and Services Tax Act, 2017 (CGST)/Integrated Goods and Services Tax Act, 2017 (IGST) / Union Territory Goods and Services Tax Act, 2017 (UTGST)/respective state's State Goods and Services Tax Act (SGST) also, as notified by Central/State Govt. & as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.</p> <p>(ii) The successful tenderer who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under CGST/IGST/UTGST/SGST Act to Railway at the time of submission of offer/ after conclusion contract, without which no payment shall be released to the tenderer.</p> <p>(iii) In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/SGST Act, the railway shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned authority.</p>
		20.2	Tenderers are requested to refrain from quoting vague terms like "GST as applicable". They will have to clearly quote the current percentage rate of GST extra as applicable with HSN No.
		20.3	The offers will be evaluated based on the GST rate quoted by bidders. While quoting it is the responsibility of the bidders to ensure that they are quoting correct GST rate and HSN No. If they quote erroneous GST rate and HSN No., then the liability for payment of the difference in GST amount if any, at a later date will lie with the bidders only and no increase in rate of GST rate will be allowed subsequently

{v}	<p><u>MODVAT Certificate</u></p> <p>The tenderers will have to give the following certificates in their offer.</p> <p>“We hereby declare that in quoting the above price, we have taken into effect, the full effect of the duty set-off on ‘Central excise and counter veiling duties’ available under the existing MODVAT scheme. We further agree to pass on such additional duties and set off as may become available in future in respect of all the inputs used for the manufacture of the final product, on the date of the supply under MODVAT scheme, by way of reduction in price and advise the purchaser accordingly.”</p>	<p>Para 20.2 (v) to be Deleted.</p>
20.3	<p>Special MODVAT Condition for all the Lead Acid Batteries:</p> <p>The tenderer has to give details of MODVAT benefit on raw material (lead), which will be passed on to the purchaser. The tenderer should indicate weight of ‘Lead’ used in manufacturing one battery as ‘Raw Material’ input. Modvat benefits/additional duty set-off on the goods supplied, if any, accrued to the tenderer will have to be passed on to the Railways (purchaser) under the MODVAT Scheme by way of reduction in prices:</p>	<p>Para 20.3 to be Deleted.</p>
21.0	<p><u>Sales Tax/Value Added Tax :</u></p> <p>Sales tax/ Value Added Taxes should be quoted ‘extra’ in percentage if applicable or quote “Zero” if exempted in the appropriate input box on the Financial Offer Form.</p> <p>Issue of Form ‘D’ towards CST on inter-state purchase by Railways is withdrawn. Consequent upon the withdrawal of ‘D’ Form, the rate of CST on inter-state sale to Railways shall be the rate of VAT/State Sales Tax applicable in the state of the selling dealer/vendor.</p>	<p>Para 21.0 to be Deleted</p>

	<p>If ED is not claimed in the offer and no mention is made about Excise duty, then no ED will be payable. If ED is claimed in the offer with exact rate and no statutory variation is also claimed by the firm in the offer, then the same will be considered duly evaluating the offers with exact rate of ED.</p> <p>In no case the variation in ED (beyond the statutory maximum rate of ED applicable at the time of submission of offer) due to increase in turnover during the currency of contract will be admissible unless specifically mentioned in the offer. If tenderer misclassifies the goods under relevant excise tariff rules, the Railway will not pay increased Excise Duty due to such misclassification. ED will be paid subject to documentary evidence and government notifications only.</p>		
20.2	<p>Payment of ED and Excise Duty -Modvat Rules. The claim for ED on each bill should be supported by the following certificates.</p> <p>(i) The rate of ED is advalorem. The ED at present legally leviable in this case is Rs. i.e. on Rs. being the unit value of the Stores assessed by the concerned authority of the Excise department.</p> <p>(ii) Certified that the ED charged on this bill is not more than that is legally leviable and payable under the provision of the relevant act or rules made there under.</p> <p>(iii) Certified that the amount of Rs. claimed as ED in this bill is in accordance with the provision of the rules in all respects and the same has been actually paid to the excise authorities in respect of the stores covered by the bills.</p> <p>(iv) Quarterly certificate to the effect that no refund of ED already reimbursed against this contract has been obtained during the quarter ending. In the event of any such refund being obtained by the seller, the same should be passed on to the purchaser.</p>	20.4	<p><u>Payment of GST:-</u></p> <p>The rate of GST at present legally leviable in this case is _____ % as assessed by the concerned authority. The claim for GST on each bill should be supported by following Certificate.</p> <p>(i)</p> <p>(ii) Certified that the GST charged on this bill is not more than that is legally leviable and payable under the provision of the relevant act or rules made there under.</p> <p>(iii) Certified that the amount of Rs. claimed as GST in this bill is in accordance with the provision of the rules in all respects and the same has been actually paid to the authorities concerned in respect of the stores covered by the bills.</p> <p>Existing Para 20.2(iv) to be Deleted.</p> <p><u>Addition:-</u> GST will be paid on production of documentary proof. All input credits should be passed on to Railways by the Supplier. To this effect, the firm should give declaration that all input credits has been passed on to Railways while submitting the bills. We further agree to pass on such additional duties and set off as may become available in future in respect of all the inputs used for the manufacture of the final product, on the date of the supply by way of reduction in price and advise the purchaser accordingly."</p>

21.0 (a)	Following may be noted wherever Value Added Tax is applicable:	Para 21.0 (a) to be Deleted
(i)	The tenderer should quote the exact percentage of VAT that they will be charging extra.	Para 21.0 a (i) To be Deleted
(ii)	While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.	Para 21.0 a (ii) To be Deleted
(iii)	The tenderer while quoting for tenders should give the following declaration: "We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly."	Para 21.0 (iii) To be Deleted
(b)	<p>The supplier while claiming the payment shall furnish the following certificate to the paying authorities:</p> <p>"We hereby declare that additional set off/input tax credit to the tune of Rs. has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted".</p> <p>If any surcharge on tax is applicable the same should be indicated clearly.</p> <p><u>All the offers shall be evaluated as per tax regime as applicable on the date of tender opening.</u></p>	<p>Para 21.0 (b) To be Deleted</p> <p>To be Deleted</p> <p><u>All the offers shall be evaluated as per tax regime as applicable on the date of tender opening.</u></p>
22.0	<p><u>Octroi Exemption Certificate:</u></p> <p>Purchaser will not bear any Octroi charges, and if required will issue Octroi Exemption Certificate (OEC) only. In the event of Octroi exemption certificate not being honored by the concerned municipal authority, and Octroi charges become payable, the supplier will have to bear the same.</p>	Para 22.0 to be Deleted

26.0 (iii)	<i>Inter-se ranking of the offers will be determined on Total Unit Rate basis which will include Basic rate/Unit, all statutory taxes and duties i.e., ED, Educational Cess, ST/VAT, Packing charges, Forwarding charges, freight, Insurance and any other charges quoted by the tenderer.</i>	26.0 (iii)	<i>Inter-se ranking of the offers will be determined on Total Unit Rate basis which will include Basic rate/Unit, all statutory taxes i.e., GST, Packing charges, Forwarding charges, freight, Insurance and any other charges quoted by the tenderer.</i>
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This is issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

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All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

All Depots and Divisions

OFFICE PROCEDURE ORDER NO: 29/2017

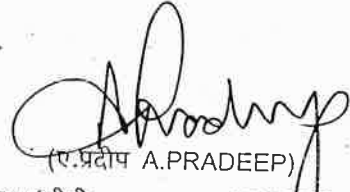
विषय :Sub:- GST exemption for Railway equipment and materials moved by Indian Railway for its own consumption across various states.

संदर्भ :Ref:- Railway Board Lr.No 2006/RS(G)/777/1 dt. 11.07.2017.

For any materials issued outside the state, it has to be ensured that "Bill for supply of material" should invariable be printed /stamped on the issue vouchers for all types of such transaction involving Inter State transfers of materials including sale of material to Purchasers/other Railways.

The procedure as envisaged vide this office OPO. No. 24/2017 dt. 14.07.2017 should be followed without fail.

This issues with the approval of the Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GF&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS
CMM/G, CMM/E & CMM/M,

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 71
दि Dt. 28.08.2017

सं.No. S.296.IC.Depot Codes

Office Procedure Order No.30/2017

विषय :Sub:-Creation of additional Wards for Divisions in Scrap Depots through iMMS.

संदर्भ :Ref:-Sr.DMM/GNT office Lr.No.GNT./S/Sales/Genl/17 Dtd.07.06.2017

The scrap materials generated in the Division are being sold by Sr.DMMs of Division regularly every month through e-Auction. The materials sold through e-Auction are being accounted in the respective Scrap Depots such as SD/LGD, SD/RYPs & SD/TPTY.

In order to enable divisions to ensure accountal of such scrap materials at divisions itself, a separate Ward has been created in iMMS in Scrap Depots as mentioned below to enable Sr.DMMS to account the material through iMMS by accessing online.

S. No.	Scrap Depot code	Scrap Depot name	Ward code	Division
1	03	SD/ RYPs	01	GNT
			01	SC
2	12	SD/ LGD	02	HYB
			03	NED
3	15	SD/ BZA	02	BZA
4	56	SD/ TPTY	02	GTL

All Sr.DMMs of Divisions can access the iMMS, through IREPS website www.ireps.gov.in and login into iMMS with your digital signature certificate class-III and ensure that the Receipt and Issues of scrap materials are fed online with effect from 01.09.2017 onwards. The login user name and password will be communicated to your mobile No.

This issues with the approval of Competent Authority.


(ए.प्रदीप A. PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to :

PS to PCMM-For kind information of PCMM.
FA&CAO/S&W/SC-For kind information.
Dy.CMM/SD/RYPs,LGD,&TPTY- For information and necessaaary action
Sr.DMM/Divn./BZA-For information and necessary action.
WAO/CRS/TPTY-For information
WAO/WS/RYPs-For information
Dy.FA&CAO/WS/LGD-For information.

NOTE-29

No. S.296.IC.Depot Codes

Date: 17.08.2017

Sub:-Creation of additional Wards for Divisions in Scrap Depots through iMMS.

The scrap materials generated in the Division are being sold by Sr.DMM/Division regularly every month through e-Auction. The materials sold through e-Auction are being accounted in the respective Scrap Depots such as SD/LGD, SD/RYPs & SD/TPTY and it is reported by the Sr.DMMs that, there is delay in accountal of material which are sold by Divisions. It has been approved by PCMM/SC vide note at F./N.27&28 for creation of Wards in iMMS for each Division one ward in the respective scrap Depots, as suggested by Finance vide Note at F.74.

As suggested by Dy.CAO/S&W, a separate Wards for accountal of scrap disposal by the Divisions, has been created in iMMS in scrap Depots as mentioned below to enable the Sr.DMMS to account the material through iMMS by accessing on line

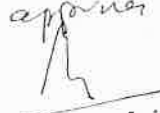
SNo.	Scrap Depot code	Scrap Depot name	Ward code	Division
1	03	SD) RYPs	01	GNT
2	12	SD) LGD	01	SC
			02	HYB
			03	NED
3	15	SD) BZA	02	BZA
4	56	SD) TPTY	02	GTL

A trial has been done by creating 01 ward for GNT Division in scrap Depot/RYPs (Depot code.03) and sale I/ note voucher for PL No.98030504 has been generated (F.No.79) and Bin Card (F.80) also verified and found transaction of Reccipt and Issue are in order.

Therefore the master data of PL No. with description has been uploaded for each ward of the respective Division as per F.75. The feeding of the vouchers will be commensed from 01.09.17. Necessary draft copy of procedure order is placed at F.81 for kind perusal and approval.

Put up for kind approval please.


Dy.CMM/IC 17/8/17

CMM/G May f approval

21-8-17

PCMM 
24/8


MI/PL
17-08-17

N.28

In view of the Dycad/SW note dt. 10/8/17 at F-74
Additional wards will be created in the
Scrap Depts for all 6 Divisions for both
Receipt and Issue Ward, as mentioned and User id and
password will be provided to login into
IMMS and to feed the Receipts and Issues
by the Division staff accessing the IMMS/
IMMS website on line.

Depts

- | | |
|------------------------|----------------------|
| 1. SD/LGD | - SC, HYD, GTL & NED |
| 2. SD/RYPs | - GRT |
| 3. SD/TPM | - nil |
| 4. Divn/BZA (Dept. 15) | BZA Division. |

Wards will be created for Division

Concerned HAs will also be advised
accordingly to monitor & account of Scrap
by Divisions.

Put up for approval Decree

11/8/17

Copy 11/8/17
GTL can be put of SD/TPM Dy commd IC
may I appear.
11/8

Copy 11/8

has also may be created in IMMS and

No. S.296.IC.Depot Codes

Date: 28.07.2017

Sub:- Allotment of Depot and Ward Code for the Divisions in iMMS

The scrap materials generated in the Division are being sold by Sr.DMM / Division regularly every month through e-Auction. The materials sold through e-Auction are being accounted in the respective Scrap Depots such as SD/LGD, SD/RYPs & SD/TPTY.

Sr.DMM/GNT has advised vide his Note No.GNT/S/Sales/Genl/17 dt.07.06.17 that the sales transactions are not affected in iMMS immediately as soon as they are delivered to the purchaser, since the delivery vouchers are to be sent to SD/RYP for accountal.

To avoid delay in accountal of scrap material, it is necessary to open a Depot Code as well as Receipt Ward and Issue Ward Code for every Division for immediate accountal of scrap items.

In view of the above, it is proposed to allot the following Ward Codes to each Division. The Depot Code for each Division has already been created in iMMS and Divisions are making local purchase through Local Purchase Module of iMMS. In addition to Division Code, the Ward Code for Receipts and Issues should also be created in iMMS.

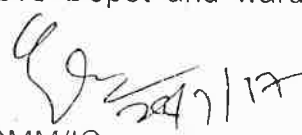
The following codes are proposed to assign to each Division and the same will be created in iMMS for effecting daily transaction of Receipts and Issues without delay.

SNo.	Division	Division Code	Ward Code	
			Receipt Ward	Issue Ward
1	SC	91	R1	01
2	HYB	92	R1	01
3	BZA	93	R1	01
4	GTL	94	R1	01
5	GNT	95	R1	01
6	NED	96	R1	01

The above Division Codes as well as Ward Codes will be Created in iMMS, to enable the divisional officers to post the daily transaction of receipt and and issues in iMMS itself.

Finance may give clearance to implement the above Depot and ward codes.

Put up for kind approval please.


Dy.CMM/IC

Dy.CAO/S&W

Dy CAO/S&W/He is Correspondent note is placed at P. 74.

(CMM/G)

(COS)

(PTD)

n. 26

NOTE

No. S.296.IC.Depot Codes

Date: 27.06.2017

Sub:- Allotment of Depot and Ward Code for the Divisions in iMMS

The scrap materials generated in the Division are being sold by Sr.DMM / Division regularly every month through e-Auction. The materials sold through e-Auction are being accounted in the respective Scrap Depots such as SD/LGD, SD/RYP & SD/TPTY.

Sr.DMM/GNT has advised vide his Note No.GNT/S/Sales/Genl/17 dt.07.06.17 that the sales transactions are not affected in iMMS immediately as soon as they are delivered to the purchaser, since the delivery vouchers are to be sent to SD/RYP for accountal.

To avoid delay in accountal of scrap material, it is necessary to open a Depot Code as well as Receipt Ward and Issue Ward Code for every Division for immediate accountal of scrap items.

In view of the above, it is proposed to allot the following Ward Codes to each Division. The Depot Code for each Division has already been created in iMMS and Divisions are making local purchase through Local Purchase Module of iMMS. In addition to Division Code, the Ward Code for Receipts and Issues should also be created in iMMS.

The following codes are proposed to assign to each Division and the same will be created in iMMS for effecting daily transaction of Receipts and Issues without delay.

SNo.	Division	Division Code	Ward Code	
			Receipt Ward	Issue Ward
1	SC	91	RT	01
2	HYB	92	RT	01
3	BZA	93	RT	01
4	GTL	94	RT	01
5	GNT	95	RT	01
6	NED	96	RT	01

If approved, the above Division Codes as well as Ward Codes will be communicated to the Finance also for their necessary action.

Put up for kind approval please.

Dy.CMM/IC

CMM/G

Dy/IC

(COS)

discuss - A/c?
 37.1
 discussed, this should be coordinated by Accounts, Finance
 a separate note is sent to Dy FA/SR/Sc at F.R. 22

Office Procedure Order No. 31 /2017

विषय Sub:- Public Procurement (Preference to Make in India), Order 2017.

संदर्भ : Ref:-1) Railway Board Lr No 2015/RS(G)/779/5 Dt. 03.08.2017.

2) Ministry of Commerce and Industry Order (Annexure-A)
Lr No. P-45021/2/2017-BE-II dt. 15.06.2017.

In reference to the above the instructions to tenderers in modified as followed,

Applicable only for all global tenders & for all tenders where the minimum local content shall be 50 % & tenders valuing above Rs.5 Lakhs:

Clause No	Existing Clause	Clause No	New Clause
33.0	Nil	33.0	The provisions of public Procurement (Preference to Make in India), Order-2017 dt. 15.06.2017 is applicable.
33.1	Nil	33.1	a): Local content: The minimum local content shall be 50% or as indicated in the tender enquiry. (b): Margin of Purchase Preference: The margin of purchase preference is 20%. (c): Fee for complaints: Fee for filing a complaint under the order shall be Rs.10,000/- per case. The complaint shall be filed in the office of the PCMM/SCR. The fee shall be deposited with the office of the PFA/S.C.R.
33.2	Nil	33.2	Verification of local content: a. The local supplier at the time of tender, bidding or solicitation shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made. b. In case of procurement for a value in excess of Rs.10 Crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content. c. False declarations will be in breach of the Code of integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law. d. A Supplier who has been debarred by any procuring entity for violation of this order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment.

			<p>e. Debarment of bidders: In respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on CPPP so that ongoing procurements are not disrupted.</p>
33.3	Nil	33.3	<p>Requirement of Purchase Preference: Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to local suppliers in all procurements undertaken by procuring entities in the manner specified hereunder:</p> <p>a. In procurement of goods in respect of which the Nodal Ministry has communicated that there is sufficient local capacity and local competition, and where the estimated value of procurement is Rs.50 Lakhs or less, only local suppliers shall be eligible. If the estimated value of procurement of such goods is more than Rs.50 Lakhs, the provisions of sub-paragraph b or c as the case may be, shall apply.</p> <p>b. In the procurements of goods which are not covered by paragraph (a) above and which are divisible in nature, the following procedure shall be followed:</p> <p>i) Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.</p> <p>ii) If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.</p> <p>c. In procurements of goods not covered by sub-paragraph (a) above and which are not divisible, and in procurement of services where the bid is evaluated on price alone, the following procedure shall be followed:</p> <p>i). Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.</p> <p>ii). If L1 is not from a local supplier, the lowest bidder among the local suppliers will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.</p> <p>iii) In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.</p>

33.4	NIL	33.4	Exemption of small purchases: Notwithstanding anything contained in paragraph 33.3, procurements where the estimated value to be procured is less than Rs.5 Lakhs is exempted.
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This is issues with the approval of the Competent Authority


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in iMMS.

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

All Depots and Divisions

Office Procedure Order No. 32 /2017

विषय Sub:- Procurement/Purchase of special requirements for stock items.

संदर्भ : Ref:- Office procedure order No. 07/2002.

Please refer to Office Procedure order No. 07/2002 regarding Procurement/Purchase of special requirements for stock items. The same is enclosed herewith for guidance.

This issues with the approval of the Competent Authority.

Encl: a.a



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of PCMM Office.

SOUTH CENTRAL RAILWAY

Headquarters Office

Stores Branch

Secunderabad - 500 071

Date: 02.09.2002

No.S 297/Spl.Requirements of stock items 2002

OFFICE PROCEDURE ORDER NO: 07/2002

Sub: Procurement / Purchase of special requirements for stock items.

With a view to exercise a proper control over the generation of Special ANEs for catering some special demands of consumers, it has since been decided, with the approval of COS, to introduce the following procedure with immediate effect.

1. Normally, stock item should not be purchased through non-stock demands. However, this restriction will be applicable for items required under revenue and WMS grant only. For RSP demands, non-stock requisition even for stock item is to be given by indentors.
2. The depot officer should properly scrutinize the adhoc requirement and if the demand is non-recurring and one time requirement for some special reason like system deficiency or to undertake special work etc., and if the quantity is small compared to EAC (say within 10% of EAC) then it should be complied through stock. However, if the quantity is abnormally large compared to the EAC of the item then special non-stock requisition should be submitted by indentors duly vetted by local accounts along with proper justification. Depot officer while forwarding these non-stock demands to Hqrs will examine and confirm (a) requirement is so large that it cannot be complied from stock (b) requirement is not recurring in nature and it is a one time requirement. Direct procurement of above non-stock demand should be approved by concerned CMM at Hqrs before initiating procurement action.
3. However, if the special requirements are recurring in nature and will be required frequently, then depot officer will process for revision in EAC suitably with proper justification with accounts vetting and arrange for coverage of extra requirements accordingly.


(S.SATYANARAYANA) 02
Dy.COS/IC & SALES
For Controller of Stores

Copy to:
CME: CB; CEE; CSTE
DRM/SC; HYB; BZA: GTL & UBL
FA & CAO/WST
WMS
All Sr.DEEs of Elec Loco Sheds
All Sr.DMEs of Dsl Loco Sheds
All Divisional Stores Officers
All Purchase Officers of Stores Hqrs.
All Depot Officers

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
 भंडार शाखा Stores Branch
 रेल निलयम Rail Nilayam
 सिकंदराबाद Secunderabad - 71
 दि Dt. 31.08.2017

सं. No. S.232. Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO. 33 /2017

विषय Sub:- Tender Conditions for Long Term Contracting.

संदर्भ : Ref:- 1) Rly Bd Lr.No.2016/RS(M)/PACE/Pt-I dt: 05-07-2017.

2) Rly Bd Lr.No.2010/RS(G)/779/9 dt: 08-01-2016.

Please find enclosed Tender Conditions for Long Term Contracting for information and guidance.

This issues with the approval of the Competent Authority.



(ए. प्रदीप A. PRADEEP)

Encl: a.a

उपमसाप्र/जीपी व एस Dy.CMM/GP&S
 कृते प्रमुख मुख्य सामग्री प्रबंधक
 For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to PCMM for kind information of PCMM

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of PCMM Office.

sent by mail to all Divisions/Depots & uploaded
 in PCMMULSC folder on 31/08/2017

TENDER CONDITIONS FOR LONG TERM CONTRACTING

SNo.	Compliance of conditions
A: PRELIMINARY TENDER DETAILS	
1	Type of tender: Reverse Auction
2	Evaluation criteria : Total value wise
3	Payment terms : As per General Tender Conditions of SCRly.
4	Delivery schedule: 3 months from the date of issue of Supply Order for 3 month requirement or lower. If Supply Order quantity exceeds three month requirement, the DP shall be fixed proportionately.
B: ELIGIBILITY CRITERIA	
1	Railway reserves the right to make bulk / entire procurement from <u>ICF / RDSO approved sources</u> only. No developmental order shall be placed against this tender
C: SPECIAL CONDITIONS	
1	This tender is for long term contract of the Railways requirement viz SCRly, SRly and SWRly. for a period of 3 years.
2	Successful bidder against this tender will not be allowed to bid in the procurement process for other tenders (including developmental tenders)

(Handwritten mark)

(Handwritten signature)

	of SCRly, SRly and SWRly for this particular item.
3	The indicative quantities to be procured for respective consignees for the 1 st year, 2 nd year and 3 rd year is indicated in Annexure-A enclosed with the tender. These quantities are only indicative and there is no commitment on part of Railways to place any order as the quantity may vary while placing supply order.
4	The requirement for 2 nd and 3 rd year will continue to be met from the same vendor unless the vendor defaults on the quality / delivery.
5	Formal Purchase order in the form of Supply Orders for 1 st year, 2 nd year and 3 rd year requirement for SCRly, will be placed by PCMM/SCRly, or his authorized representative. The formal PO in the form of Supply Orders for 1 st year, 2 nd year and 3 rd year quantities for SRly, and SWRly, shall be placed by PCMM/SRly, and PCMM/SWRly, respectively or their authorized officers.
6	The requirement for each consignee can be covered through one or more Supply orders / Purchase Orders within the overall ceiling of total quantity contracted for the respective consignees.
7	Payment against POs / SOs placed by Railways shall be made by PFA (Principal Financial Adviser) of the respective Railways for their consignees.
8	The vendor will maintain a suitable inventory of pre-inspected or self-inspected material so that on receipt of supply requirement from Railways, the vendor can dispatch the material on short notice.
9	No increase in price will be permitted except based on PVC. However statutory variation wherever applicable will be allowed within the original

	contract period against documentary evidence.
10	Since Long Term Contracting gives an assured cash flow to the vendor on a longer time horizon, it is expected that this will bring in reduction in price of the item vis-à-vis what is obtained in one year contracting. In case this is not evident from the offers received, railway reserves the right to take suitable decision accordingly.
11	Random inspection of the item at production stage can be done by consignee / third party nominated by railway
12	To ensure consistent quality and long time partnership, Railways shall have the right to audit the price and quality of vendors. The scope of quality audit will include performance feedback from the railway.
13	Purchaser shall be entitled to increase / decrease quantity by 30%, consignee wise, any time during the currency of the contract such that the contractor has reasonable time / notice for executing such increase / decrease. The increase in quantity with respect to the tender quantity can be done even at the time of ordering and the tenderer shall be bound to accept the quantity so ordered on the basis of its original order. The purchaser shall be entitled to exercise plus 30% option in one or more than one installments as long as the total variation in quantity does not exceed the limit of 30% of ordered quantity on that consignee.
14	This is the case of pre-decided splitting Split Criteria indicated in Clause No.2 of General Tender Conditions of SCRIy. is applicable for this tender.

2

AS

15	All post contract-correspondence will be dealt by office of PCMM SC Rly only.
D: SPECIAL CONDITIONS FOR REVERSE AUCTION	
15	Vendors will be required to submit techno-commercial bid first.
16	Techno-commercial bid will be opened first. The offers will be evaluated by the purchase officer / tender committee as per extant procedure for two packet system.
17	The qualified bidders shall be advised to participate in the Reverse Auction and submit their Financial Bids.
18	<p>The offers will be evaluated based on the GST quoted by bidders. While quoting it is the responsibility of the bidders to ensure that they are quoting correct GST rate and HSN No.</p> <p>If they quote erroneous GST rate and HSN No., then the liability for payment of the difference in GST amount if any, at a later date will lie with the bidders only and no increase in rate of GST rate will be allowed subsequently unless or until the same is changed by statute after the opening of the Tender and within the original Delivery Period.</p> <p>Qualified vendors will submit taxes, etc. and other levies applicable before the submission of first bid as part of their financial bid.</p>
19	After submission of their ^{final} first bid the vendors will not be allowed to revise the taxes and other levies.

20	After the start of Reverse Auction, qualified vendors will participate in on-line bidding.
21	After closure of reverse auction the last bid quoted by various bidders will be considered as the financial bid of the respective tenderers. The splitting of the quantity amongst the bidders will be done based on the tender conditions.

E: PRICE VARIATION CLAUSE

1	The prices will be guided by PVC formula as indicated in the tender schedule. Any offer with deviation in respect of the PVC formula or base date or base price will be summarily rejected.
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F. Checklist for bidders

1.	Have you quoted prices as per the PVC formula enclosed to tender
2.	Have you submitted statement of performance details (POs, R.Notes etc) for supply of this item to railways.
3.	Have you quoted the price on the basis of free delivery to destination indicating the breakup.

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Handwritten signature/initials

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.232.Tender & Purchase Procedure

Dt. 12.09.2017

OFFICE PROCEDURE ORDER NO: 34/2017

विषय Sub:- Evaluation of Offers under GST Regime.

संदर्भ :Ref:- Railway Board Lr.No. 2008/RS(G)/777/1 dt. 05.09.2017.

After Implementation of GST Act, regarding evaluation of offers under GST regime different vendors are quoting different GST rates for same item in same tender. Railway Board vide letter above have issued the following instructions.

Para no.	Existing Clause	Para no.	Additional Clause
B)	SPECIAL TENDER CONDITIONS- IMPLIMENTATION OF GST: EVALUATION OF OFFERS UNDER NEW GST REGIME: The offers will be evaluated based on the GST quoted by bidders. While quoting it is the responsibility of the bidders to ensure that they are quoting correct GST rate and HSN No. If they quote erroneous GST rate and HSN No., then the liability for payment of the difference in GST amount if any, at a later date will lie with the bidders only and no increase in rate of GST rate will be allowed subsequently unless or until the same is changed by statute after the opening of the Tender and within the original Delivery Period.	B)	SPECIAL TENDER CONDITIONS- IMPLIMENTATION OF GST: EVALUATION OF OFFERS UNDER NEW GST REGIME: 1) Purchaser may incorporate HSN number in the tender document. However, it shall be the responsibility of the bidders to quote correct HSN number and corresponding GST rate. 2) i).The offers shall be evaluated based on the GST rate as quoted by each bidder and same will be used for determining the inter se ranking. While submitting offer, it shall be the responsibility of the bidder to ensure that they quote correct GST rate and HSN number. ii) Purchaser shall not be responsible for any misclassification of HSN number or incorrect GST rate if quoted by the bidder. iii) Wherever the successful bidder invoices the goods at GST rate or HSN number which is different from that incorporated in the purchase order; payment shall be made as per GST rate which is lower of the GST rate incorporated in the purchase order or billed.

		<p>iv) Vendor is informed that she/he would be required to adjust her/his basic price to the extent required by higher tax billed as per invoice to match the all inclusive price as mentioned in the purchase order.</p> <p>v) Any amendment to GST rate or HSN number in the contract shall be as per the contractual conditions and statutory amendments in the quoted GST rate and HSN number, under SVC.</p>
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This is issues with the approval of the Competent Authority


(ए.प्रदीप A. PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAOWS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

∴ copy sent by mail to all Divisions/Depots &
uploaded in Pcmmlsc Folder on 14/9/2012


oslarp

CMM/G, DYGP&S, DX-IC, 05 (281) PCMM for info pl.

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD
नई दिल्ली New Delhi

No: 2008/RS(G)/777/1

Date 5.9.2017

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patna, WPO/Patna, COFMOW/N. Delhi, RWP/Bela

Sub: Evaluation of offers under GST Regime

After implementation of GST Act, various representations have been received from the field units and vendors, regarding evaluation of offers under GST regime mentioning that different vendors are quoting different GST rates for same item in same tender. The representations have been examined and the following instructions are issued.

2. Purchaser may incorporate HSN number in the tender document. However, it shall be the responsibility of the bidders to quote correct HSN number and corresponding GST rate.
3. Where however, bidders quote different GST rates in offers, during transition phase, following conditions may be incorporated as part of tender conditions:
 - i. The offers shall be evaluated based on the GST rate as quoted by each bidder and same will be used for determining the inter se ranking. While submitting offer, it shall be the responsibility of the bidder to ensure that they quote correct GST rate and HSN number.
 - ii. Purchaser shall not be responsible for any misclassification of HSN number or incorrect GST rate if quoted by the bidder.
 - iii. Wherever the successful bidder invoices the goods at GST rate or HSN number which is different from that incorporated in the purchase order, payment shall be made as per GST rate which is lower of the GST rate incorporated in the purchase order or billed.
 - iv. Vendor is informed that she/he would be required to adjust her/his basic price to the extent required by higher tax billed as per invoice to match the all inclusive price as mentioned in the purchase order.
 - v. Any amendment to GST rate or HSN number in the contract shall be as per the contractual conditions and statutory amendments in the quoted GST rate and HSN number, under SVC.
4. Determination of transition period may be arrived at by the Zonal Railway/Production Unit.
5. Tender cases already finalized need not be reopened.
6. This is issued with the concurrence of Finance Directorate of the Railway Board.

Santosh Mittal
(Santosh Mittal)

Dy. Director Railway Stores (G),
Railway Board

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

दि Dt. 13.09.2017

सं. No. S.150.GST.2017

OFFICE PROCEDURE ORDER NO: 35/2017

विषय :Sub:- Payment of taxes under GST regime.

संदर्भ :Ref:- 1) FA&CAO/S&W/SC Ir.No A/SF/GST dt.08.09.2017.

2) Railway Board Ir.No. 2008/RS(G)/777/1 dt.21.07.2017.

Railway Board guidelines regarding payment of taxes under GST regime, in order to have uniformity and transparency in implementation of GST Act, the GST declaration as detailed below may please incorporated as condition in all the tenders and purchase orders.

GST Declaration:

- Onus of correct classification and rate is on the firm.
- GST will be paid on production of documentary proof.
- The firm shall pass on (as per section 17(1) of CGST/SGST Act) any reduction in tax rate on supply of goods or any benefit of input tax credit to the Railway through a commensurate reduction in price without any undue delay. To the above effect the firm should give declaration that all the benefits accruing on account of change in tax rate and any additional input tax credit(ITC benefit) shall be passed on the Railway.
- Any kind of reduction in prices obtained by the supplier due to implementation of GST is to be passed on to the purchaser as per Anti-Profiteering clauses of GST Act at any point of time during the period of the contract.

This is issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

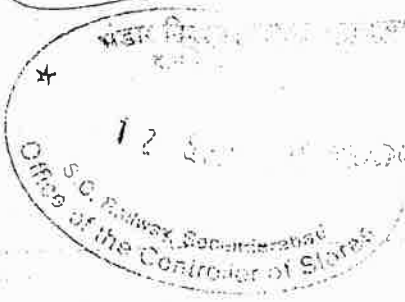
Principal/STC/SC. All Section-in-Charges of COS Office.

19276

408

Most Important

Dy. Secy



FA&CAO/S&W'S OFFICE
DR. L. K. BHAVAN
SECUNDERABAD-500 025

Chaitanya
P. S. S.
1219

Dt: 08.09.2017

Payment of taxes under GST regime.
Railway Board Lr No. 4008/RS(C)/777/1 dated 21.07.2017.

In order to have uniformity and transparency in implementation of GST declaration as detailed below may please incorporated as a condition in all the Purchase Orders issued by Purchase Officers without

- 1. Declaration of correct classification and rate is on the firm.
- 2. Firm will be liable on production of documentary proof.
- 3. The firm shall pay tax (as per section 17(1) of CGST/SGST Act) as determined as tax rate on supply of goods or any benefit of exemption or credit in the Railway through a commensurate reduction in the price of goods and any undue delay. To the above effect the firm shall declare that all the benefits accruing on account of exemption or credit shall be passed on to the Purchaser as per provisions of GST Act at any point of time during the period of the contract.

For FA&CAO/S&W

(Y. Mallikarjuna Rao)
Dy. CAO/S&W
for FA&CAO/S&W

For CMM/Mechanical for kind information
and for C&W, Dsl.
Manager, CMMs, Genl. Electrical, S&T, C&W, Dsl.
for FA&CAO/S&W

(d) Wherever there is suspected cartel formation from approved sources, the Railways reserve the right to place orders on part-II sources and new sources beyond limits of 25 / 15% and 5% respectively.	(d) Existing (d) to be DELETED New Addition:- (d). Whenever tender is floated with purchase restriction from sources approved by nominated authorities and there exists a suspected cartel situation by approved sources or the rates available from approved source/Sources are adjudged unreasonably high, despite fair efforts as permissible, the purchaser reserves the right to place orders on firms outside the approved vendors list, without any restrictions.
--	---

(A) **Special Tender Condition to be incorporated in tenders:**

"In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/SGST Act, The railway shall deduct the applicable GST from his/their bills under reverse charge mechanism (RCM) and deposit the same to the concerned tax authority".

(B) **Addition to the General Tender Conditions:**

EVALUATION OF OFFERS UNDER NEW GST REGIME:

The offers will be evaluated based on the GST quoted by bidders. While quoting it is the responsibility of the bidders to ensure that they are quoting correct GST rate and HSN No. If they quote erroneous GST rate and HSN No., then the liability for payment of the difference in GST amount if any, at a later date will lie with the bidders only and no increase in rate of GST rate will be allowed subsequently unless or until the same is changed by statute after the opening of the Tender and within the original Delivery Period.

(C) **Payment of GST on production of Documentary Evidence:**

GST will be paid on production of documentary proof. All input credits should be passed on to Railways by the Supplier. To this effect, the firm should give declaration that all input credits has been passed on to Railways while submitting the bills.

This issues with the approval of the Competent Authority.

(ए.प्रदीप A.PRADEEP)

उपमहाप्रजापति व एस Dy.CMM/GP&S
कृते भंडार नियंत्रक For Controller of Stores

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in IMMS.

All PHODs/DRMs, FA&CAO/SC, FA&CAOW&S/SC, FA&CAO/C/SC for kind information;
CWM/LGD, RYPS, TPTY, Dy.FA&CAOWS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, P incipal/STC/SC

All Section-in-Charges of COS Office

OFFICE PROCEDURE ORDER NO: 36/2017

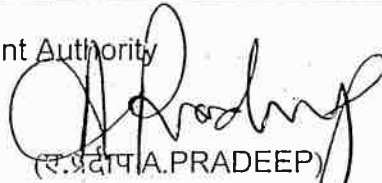
विषय Sub:- To offer material for Inspection at the manufacturing premises of the manufacturer only.

संदर्भ :Ref:- Sl.No.7(iii) – Inspection Clause of the General Tender Conditions.

Sl.No.7(iii) – Inspection Clause of the General Tender Conditions is revised as follows:

Para no.	Existing Clause	Para no.	Revised Clause
7(b) (iii)	INSPECTION CLAUSE: Traders/authorized agents are required to offer the material for inspection at manufacturer's premises only.	7(b) (iii)	INSPECTION CLAUSE: Traders/authorized agents are required to offer the material for inspection at the manufacturing premises of the manufacturer only. Inspection of materials at Godowns etc will not be accepted.

This is issued with the approval of the Competent Authority



(र.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/SP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M.

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAOWS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GIL, GNT & NED for kind Information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

OFFICE PROCEDURE ORDER NO: 37/2017

विषय :Sub:- Revision to SOP Part 'D' Stores Matters – Item no. 6(d)(iii)

GM/O/SC Correction Slip No.144 dt.15.09.2017 regarding

a) Delegation of powers to field officers Sr.DMM/DY.CMM's

b) TC powers to Divisional/Depot Officer for Non-Stock items etc

संदर्भ :Ref:- 1) Rly Bd's Lr.No. 88/RS (G)/779/14 Pt Dt: 06.01.2017

2) Dy.GM/G Lr No.G.203/Policy/Vol.xii dt. 15.09.2017.

Based on Railway Board's letter mentioned above, the existing provision of SoP is amended for Item no. 6(d)(iii) regarding

a) Delegation of powers to field officers Sr.DMM/DY.CMM's

b) TC powers to Divisional/Depot Officer for Non-Stock items etc

vide GM's Office C.S.No.144 dt. 15.09.2017 is enclosed for necessary implementation as mentioned below:

(a) The revised powers will come into effect from the date of issue of Correction Slip.

(b) In cases where the tender committees have already dealt the tenders, the existing i.e. old powers will be applicable till finalization of tenders.

Soft copies of the revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder.

All are advised to ensure compliance of the above amendments.

This issues with approval of the Competent Authority.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC, All Section-in-Charges of COS Office.



Sl. No. G. 203/Policy/Vol. XII

गणपतेश्वर का कार्यालय
विश्वनाथ

SOUTH CENTRAL RAILWAY

General Manager's Office,
Secunderabad - 500 025.

दिनांक: Date: 15.09.2017.

MEMORANDUM

Subj: Correction Slip No.144 to SOP 2009 Edition - Amendment to Item No.6(d)(iii) of Part "I" Stores Matters.

The following amendments/modifications are issued against Item No.6(d)(iii) under Part "D" Stores Matters of SOP 2009 Edition in respect of purchase of all non-stock items. The revised item may be read as under:

<><>

Sl. No.	Nature of Power	Extent of powers delegated to									
		Headquarters Officers				Divisional Officers					
		SAG	Jr. Admin	Sr. Scale/ Jr. Scale/ Asst. Officer	DRM	ADRM	Jr. Admin	Sr. Scale/ Jr. Scale/ Asst. Officer	Remarks		
1	2	3	4	5	6	7	8	9	10		
6)	Under the	NA	NA	NA	NA	NA	#	#	These powers are to be exercised within annual ceiling limits which may be decided by COS in consultation with associate finance.		
(iii)	(iii) All Non Stock items * (including requisition for turnkey Works involving supply of Stores & performance of service on turnkey basis)								These powers to be exercised within available budgetary limits and each demand allocation and primary unit.		
									Sr.DMM/Dy.CMM (Depot)	upto Rs.5 Lakhs	
									DMM/SMM (Depot) (IC)	upto Rs.8 Lakhs	
									DMM/SMM (Depot) (other than IC)	upto Rs.8 Lakhs	
									Asst.DMM/Asst. (Depot) (IC)	upto Rs.3 Lakhs	
									Asst.DMM/Asst. (Depot)	upto Rs.3 Lakhs	
									IC other than IC		
									IC - Independent Charge		
									IC of Sr.DMM/Dy.CMM (Depot)		
									Above Rs.5 lakhs and upto Rs.8 Crores.		
									Accepting Authority: CMM concerned at HQ dealing with the item.		

Page 1 of 1

15/09/2017

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the left side, there is a vertical margin line, creating a narrow left margin. The paper appears slightly aged or off-white. There is no handwriting or printed text on the page.

*funds availability certification to be given by indentor on each demand ensuring that liability during any financial year does not exceed the allotted budget.

$$\frac{1}{2} \left(\frac{1}{2} + \frac{1}{2} \right) = 1$$

XXIX. 2011. 11. 30. 13. 15.

11-11662 (15)SR,SS

1. All direct purchase should be examined with the LIRs of Open Economy.

2. There should not be any limit in the amount proposed to be accepted under direct purchase of stores.

3. For all direct purchases, requesting bill is should be followed.

Liability Register must be maintained by all units to ensure funds availability.

This issues with the concurrence of Finance and approval of General Manager.

Dr. Prasad Chakraborty (Prasun Chakraborty)
Dy. General Manager/Genl.

2/20/2017

To
ALL CONCERNED

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad – 71

दि Dt. 16.09.2017

सं. No S.226.P.Vol.6

OFFICE PROCEDURE ORDER NO: 38/2017

विषय :Sub:- Revision to SOP Part 'D' Stores Matters – Item no. 6(a)(i)
GM/O/SC Correction Slip No.146 dt.16.09.2017 regarding
delegation of powers for Procurement from Government e-
Marketplace (GeM) of goods/ services at www.gem.gov.in

संदर्भ :Ref:- 1) Rly Bd's Lr.No. Railway Board Letter No. 88/RS(G)/779/14Pt.
Dt: 27.07.2017

2) Dy.GM/G Ir No.G.203/Policy/Vol.xii dt. 16.09.2017.

Based on Railway Board's letter mentioned above, the existing provision of SoP is amended for Item no. 6(a)(i) regarding delegation of powers for Procurement from Government e- Marketplace (GeM) of goods/ services at www.gem.gov.in vide GM's Office C.S.No.146 dt. 16.09.2017 is enclosed for necessary implementation as mentioned below:

- (a) The revised powers will come into effect from the date of issue of Correction Slip.
- (b) In cases where the tender committees have already dealt the tenders, the existing i.e. old powers will be applicable till finalization of tenders.

Soft copies of the revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder.

All are advised to ensure compliance of the above amendments.

This issues with approval of the Competent Authority.

(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAOWS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/ST/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

uploaded in PCMM/SC folder & send by
mail to all Division/ or 25/09/2017
Depot



भारतीय रेलवे का कार्यालय
सिड्डीबाद
General Manager's Office,
Secunderabad - 500 025.

Sl. No. G. 203/Policy/Vol. XII

दिनांक Date: 16.09.2017.

MEMORANDUM

Subj: Correction Slip No.146 to SOP 2009 Edition - Introduction of new Item No.3(a)(i) under Part "I" Stores Matters.
<><>

The introduction of new Item No.3(a)(i) under Part "D" of SOP Stores Matters of SOP 2009 Edition, in respect of procurement of Goods/Services from Government e-market place (GeM) is as follows:
Item No.6(a)(i), Part "D" (Stores Matters):

Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
6. (a)(i) Procurement of goods/ services from Government e-marketplace (GeM) at www.gem.gov.in (also see Note in remarks column)	Upto Rs.50,000/-	Upto Rs.50,000/-	Upto Rs.50,000/-	Upto Rs.50,000/-	Upto Rs.50,000/-	Field Officers of Stores Department in Depots & Divisions: Upto Rs.50,000/-	Authority • Rly Bd's Ltr No. 88/RS(G)/779/14Pt dt.06.01.2017 (after Item No.13) • Rly Bd's Ltr no. 88/RS(G)/779/14Pt dt.27.07.2017 (Item No.13A) Note: i) Through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period, payment shall be arranged through imprest of local purchase available with the Stores Officers. ii) The procurement shall be made for general items which need not be inspected by agencies like RITES/RDSO etc., and which can be accepted by the consignee inspection iii) Thorough check of purchase orders and bills shall be done. iv) The Procuring Authority will satisfy itself that the price of selected offer is reasonable.

This issues with the concurrence of Finance and approval of General Manager.

(Prasun Chakraborty)
16/09/2017

Prasun Chakraborty

30, Director's Office of Dy. General Manager/Gent.

UNCONCERNED

सं. No. S.232. Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO: 39 /2017

विषय: Sub:- Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience-Prior Turnover Criteria.

संदर्भ Ref:- Rly Bd Lr No. 2010/RS(G)/363/1 dt.04.07.2017.

The following condition under Benefits of MSE as per Public Procurement Policy in the General Tender Conditions regarding "Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience-Prior Turnover Criteria" is as under.

Para no.	Existing Clause	Para no.	Revised Clause
15.	Benefits of MSE as per Public Procurement Policy:	15	Benefits of MSE as per Public Procurement Policy:
15.C	NIL	15.C	In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises order 2012, the condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all Public Procurement is relaxed subject to meeting of quality and technical specifications.

This is issues with the approval of the Competent Authority

(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CMM/IC- to incorporate the above in IREPS (General Tender Conditions).

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2010/RS(G)/363/1

New Delhi, dated: 4.7.2017

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS
MD/All Railway PSUs, KRCL, MRVC

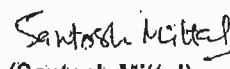
Sub: Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience – Prior Turnover criteria.

Ref: MSME's Policy Circular No. 1(2)(1)/2016-MA dt. 10.3.2016

Please find enclosed herewith MSME's above referred policy letter on the above subject for information and necessary action. Tender conditions/tender documents may be modified accordingly so as to align with the above policy and in case of further clarity, if any, Board may be approached.

This has been issued with the concurrence of Finance Directorate of Ministry of Railways.

DA : As above


(Santosh Mittal)
Dy. Dir. Rly. Stores(G)-I
Railway Board

No. 2010/RS(G)/363/1

New Delhi, dated : 4.7.2017

1. FA&CAOs, All Indian Railways & Production Units
2. PCEs, All Indian Railways & PUs, WPO/Patna, RCF/RBL, COFMOW, DMW
3. The ADAI(Railways), New Delhi (with 10 spares copies)
4. The Director of Audit, All Indian Railways


for Financial Commissioner / Railways

No. 2010/RS(G)/363/1

New Delhi, dated : 4.7.2017

1. COSSs, CMEs, CEEs, CSTE, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors—
 - a) Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad
 - b) Indian Railway Institute of Mech. & Elec. Engg., Jamalpur
 - c) Indian Railway Institute of Elect. Engg., Nasik
 - d) Sr. Prof. (Material Management), NAIR, Vadodara
 - e) Indian Railway Institute of Civil Engg., Pune
 - f) Indian Railway Institute of Traffic Management, Lucknow
3. MD, CRIS, Chanakya Puri, New Delhi
4. MD, RITES, RITES Bhavan, Sector-29, Gurugram

6. Executive Director (Stores), RDSO, Lucknow
7. Chief Commissioner, Railway Safety, Lucknow
8. Zonal Railway Training Institute, Sukadia Circle, Udaipur

Santosh Mittal

(Santosh Mittal)

Dy. Dir. Rly. Stores(G)-I
Railway Board

No. 2010/RS(G)/363/1

New Delhi, dated: 4.7.2017

Copy to :

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Santosh Mittal

(Santosh Mittal)

Dy. Dir. Rly. Stores(G)-I
Railway Board

Copy to:- Sr. PPSs / PPS / PS to :

1. MR, MoS(S), MoS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY., DG(RS), DG(S&T), DG(Personnel), DG(RHS), DG(RPF)
3. All AMs, Advisors & Executive Directors of Railway Board

B. Mittal

Government of India
Ministry of Micro, Small & Medium Enterprises
O/o the Development Commissioner (MSME)
Nirman Bhavan, A-Wing, 7th Floor
Maulana Azad Road,
New Delhi-110108
Tel. 011-23061091
Fax No.011-23060536

Policy Circular No. 1(2)(1)/2016-MA

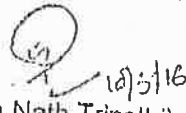
Dt. 10th March 2016

To

All Central Ministries/Departments/CPSUs/All Concerned

Subject: Relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience – Prior Turnover criteria.

- (1) The Government of India has notified Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 with effect from 1st April, 2012 and 20% procurement from Micro & Small Enterprises of the total procurement by Central Ministries/Departments/CPSUs has become mandatory with effect from 1st April, 2015.
- (2) The Government of India has announced 'Startup India' initiative for creating a conducive environment for Startups in India.
- (3) The Startups are normally Micro and Small Enterprises which may not have a track record. These will have technical capability to deliver the goods and services as per prescribed technical & quality specifications, and may not be able to meet the qualification criterion relating to prior experience-prior turnover.
- (4) In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012, it is clarified that all Central Ministries/Departments/ Central Public Sector Undertakings may relax condition of prior turnover and prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications.
- (5) This Issues with the approval of Union Minister of Micro, Small and Medium Enterprises.


(Surendra Nath Tripathi)
Additional Secretary & Development Commissioner-MSME
Ministry of Micro, Small & Medium Enterprises.

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलय Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S.232.Tender & Pur. Procedure/System Improvement

दि Dt.04.10.2017.

OFFICE PROCEDURE ORDER NO:40/2017

All Depot/Division/ Hqrs Purchase Officers.

विषय :Sub:- Timely refund of Earnest Money/Security Deposit - reg.

संदर्भ :Ref:- SI.No.4 of the Minutes of the meeting held by PCMM with Hqrs
Officers regarding GeM on 03.10.2017

Please refer to this office Lr.No. S.232.Tender & Pur. Procedure/System Improvement
दि Dt.28.04.2016 wherein necessary guidelines have been issued for Timely refund of
Earnest Money/Security Deposit. Please follow the same without fail.

This is issues with the approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy :- PS to PCMM for kind information of PCMM.

CMM/M. CMM/G & CMM/E for kind information,

Dy.CMM/IC: For online refund of EMD and SD, GM/P/CRIS to be approached
immediately for suitable provision to be made in iMMS/IREPS with
seamless exchange of Information between IREPS & iMMS please.

All Section In-charges.



सं No. S.232.Tender & Purchase Procedure

Dt. 09.10.2017

All Purchase Officers/HQrs
All Depots/Division Officers.

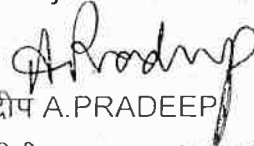
OFFICE PROCEDURE ORDER NO: 41/2017

विषय Sub:- Incorporation of Warranty Clause in the Tender/Purchase Order.

The Warranty Clause should also be part of acceptance of offers in 'Direct Acceptance cases which should be recorded in the acceptance indicating Warranty and should reflect in the purchase order. In Tender Committee cases the Warranty Clause should be a part of Tender Committee Minutes and should reflect in the Terms and Conditions of Tender Committee Proceeding & the same should be incorporated in the purchase order.

The officer signing the Purchase Order will ensure that the correct Warranty Clause is reflected in the Purchase Order.

This issue with the approval of Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/F & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAOWS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch Manager/P&S/SC, Dy CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.


9/10

OFFICE PROCEDURE ORDER NO: 42 /2017

Sub:- Procurement of common use goods & services
through Government e-Marked Place (GeM).

1. It has been decided by Railway Board that it is **mandatory to procure common use goods & services available on GeM portal** and procuring authorities will certify reasonability of rates. The schedule of powers have been delegated vide correction slip No. 146 dated 16.09.2017 delegating powers upto Rs.50,000/- Further, delegation is also approved and under issue.

2. To ensure uniformity in placement of Supply Orders for items sourced through GeM, the following guidelines may be followed.

a) Railway Board issued guidelines vide Letter No. 88/RS(G)/779/14 pt. dated 22.09.17 on the subject matter. Further instructions are expected to be issued from time to time by Railway Board & PCMM office, are also to be referred for upto date instructions/guidelines on the subject besides GeM terms and conditions, user manual in GeM website.

b) (i) It is mandatory to verify the availability of common use goods & services in GeM portal while initiating purchase.

(ii) Key word(s) in the nomenclature/description/specification of the material being purchased shall be used for the search to identify the item on the GeM portal. Search may include other methods as the purchase officer deems fit so that competitive bidding is achieved in a transparent manner. A screen shot print of the search should be taken and kept in the purchase file. Search should be done in a judicious manner so as to maintain complete transparency.

(iii) While making the purchase on GeM, the implementation of various procurement policies as notified by the Railways is the Purchase officer's responsibility.

(iv) The above information will be part of the purchase proposal initiated by the dealer and checked by the Supervisor.

(c) The purchasing authority will apply the following filters;

(i) **Administrative filter** (For Qty., location, delivery, consignee, category of the firm, whether firm is Preferential Market Accesses (PMA) or not etc).

(ii) **Financial filter** (For Price range, commercial terms etc.,)

(iii) **Product Specification** (For compliance of specification, quality requirements etc.)

(d) (i) In case of non-availability of the items indented on GeM, the alternative item, if any available on GeM portal which can serve the functionality and performance requirement of the indenter has to be brought to the notice of indenter for certification of suitability of the offer.

(ii) The purchase officer as per delegation shall decide to procure the item through GeM portal or otherwise, in which case he shall record the reasons for purchase of the item outside the GeM.

(e) The purchase proposal should be considered without loss of time to ensure that the data put up is current. The printout of all the relevant screen shots should be placed on file for consideration of Competent Authority for approval. The purchase proposal should also clearly bring out the availability of funds from the indenter for Non-stock items and in case of stock item, the purchase officer shall ensure availability of funds allotted to him.

(f) Once the purchase proposal with necessary details and documents necessary to ensure fairness, equitability and transparency is approved by the competent authority, the purchase procedure as indicated in Railway Boards letter dated 22.09.2017, depending upon the purchase value shall be followed duly ensuring quality and delivery requirements.

(g) **Rate reasonableness** should be ensured and recorded in the purchase file by the purchase officer while deciding the ordering on shortlisted source(s).

(h) (i) For ordering on GeM, the purchase officer shall invariably ensure release of supply order in GeM, duly following the laid down procedure followed for the release of supply orders against DGS&D rate contracts. Thereafter, covering/regularizing Purchase Order shall be released in IMMS as per extant instructions.

(ii) In case any specific /additional terms are required to be incorporated in the Supply Order, as mutually agreed (in case of bidding & RA) the same has to be incorporated in the Supply Order released on GeM.

(i) **Modification/Cancellation:** At present, system provides for modification of DP by the buyer. Extant instructions are silent other than delivery order, therefore, purchase officers have to take adequate care while placing the orders, so as to avoid disputes which have to be referred for the arbitration.

Should it be necessary to amend the contract, such contract/supply order/ purchase order with due approval of the competent authority and acceptance of the seller/supplier, shall be made available to the supplier/DDO/POA/Paying Authority on the GeM portal only.

Further, in the event of complete/partial cancellation of the Contract/Supply Order/Purchase Order, the information would be made available to the seller/supplier, DDO and POA/Paying Authority on the GeM portal simultaneously; funds so blocked earlier would be released to the extent of cancelled amount.

j) In case of failure of orders placed through GeM, the purchase officer may, after recording detailed reasons, procure that item through normal procurement procedure, outside GeM. Such specific cases, where procurement of common use Goods or Services available on GeM, is done outside GeM, due to failure of vendor

selected through GeM, shall be treated as if the said Goods or Services are not available on GeM. Such failures shall be reported to GeM and EDRS(G).

(k) **Acceptance of Material:** Acceptance of material shall be governed by General Terms and conditions of Sale/Purchase of Goods and Services on GeM and Ministry of Finance Memorandum No.F.26/4/2016.PPD dated 20.09.2016 and additional special terms and conditions, if any incorporated by the buyer in the Bidding Process.

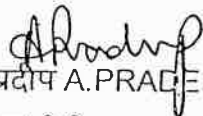
(l) The time prescribed as per GeM terms and conditions should be strictly adhered since there is a provision of auto payment to the firm, if acceptance and rejection is not signified within the time schedule, which may please be noted.

(m) **Inspection of the Material:** Consignee shall be responsible for inspection of material to ensure it confirms to the description, specification, quality and commercial parameters of the item specified in the Supply Order within the time prescribed in the GeM.

(n) **Payment:** Presently payment mode is offline/on line as permitted. The payment should be made within the time prescribed in the GeM portal.

(o) The Stores officers are advised to check their GeM account regularly so as to ensure that any consignment or payment advise or any other info/documents are not left pending more than the prescribed time.

This issues with the approval of Competent Authority.


(ए.प्रदीप A.PRADDEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलय Rail Nilayan:

सिकंदराबाद Secunderabad - 71

Dt 25 10.2017

सं. No. S.232. Tender & Purchase Procedure(GeM).

OFFICE PROCEDURE ORDER NO: 43 /2017

Sub:- Procurement of items other than common use goods & services.

Where ever procurements of other than common use Goods and services is made, which are not available in GeM portal the following procedure should be adopted.

1. Key word(s) in the nomenclature/description/specification of the material being purchased shall be used for the search to identify the item on the GeM portal. Search may include other methods as the purchase officer deems fit so that competitive bidding is achieved in a transparent manner. A screen shot print of the search should be taken and kept in the purchase file for the purpose to show that the item under procurement is not available in GeM. Search should be done in a judicious manner so as to maintain complete transparency duly adopting the following filters:

- (i) **Administrative filter** (For Qty., location, delivery, consignee, category of the firm, whether firm is Preferential Market Accesses (PMA) or not etc).
- (ii) **Financial filter** (For Price range, commercial terms etc..)
- (iii) **Product Specification** (For compliance of specification, quality requirements etc.)

The printout of all the relevant screen shots should be placed on file signifying that the item is available/not available in GeM for consideration of Competent Authority for approval.

In the purchase proposal a declaration should be invariably recorded that the item under procurement is not available in GeM portal duly giving page reference of print outs.

This issues with the approval of Competent Authority.


(ए.पदीप A. PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

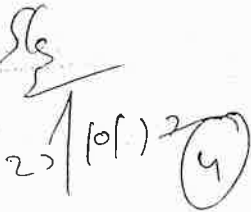
Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

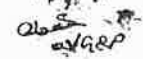
All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.



∴ uploaded in Pcm Portal & sent by mail
to all Depots & Division on 25/10/17



OFFICE PROCEDURE ORDER NO: 44 /2017

विषय :Sub:- Revision to SOP Part 'F' Stores Matters -

- a. Delegation of powers for Drugs & Surgical items on par with general Stores.
- b. Inclusion of GeM.

संदर्भ Ref 1) Rly Bd's Lr.No.88/RS (G)/779/14 Pt Dt: 06.01.2017

2) Rly.Bd.Lr no. 88/RS(G)/779/14Pt Dt: 22.09.2017

Based on Railway Board's letter mentioned above, the existing provision of SOP is amended for Drugs & Surgical items on par with general Stores & Inclusion of GeM. vide GM's Office C.S.No.153 dt. 25.10.2017 is enclosed for necessary implementation as mentioned below:

- (a) The revised powers will come into effect from the date of issue of Correction Slip.
- (b) In cases where the tender committees have already dealt the tenders, the existing i.e. old powers will be applicable till finalization of tenders.

Soft copies of the revised SoP Part 'D' Stores Matters has been uploaded in the GM's Folder & PCMM common folder.

All are advised to ensure compliance of the above amendments.

This issues with approval of the Competent Authority.

(ए.प्रदीप A.PRADEEP)

उपमहानिरीक्षक/जीपी व एस Dy.CMM/GF&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC, All Section-In-Charges of COS Office



SOUTH CENTRAL RAILWAY

General Manager's Office,
Secunderabad - 500 025.

No. G. 203/Policy/Vol. XII

Date: 25.10.2017.

MEMORANDUM

Sub: Correction Slip No.153 to SoP 2009 Edition - Amendment to certain Items under Part "D" Stores Matters.

<><><>

The following amendments/modifications are issued against Item No.2(a), 2(b)(i) (a)& (b) & 2(b) (ii), 2(d), Item No.2 under Note Sl No. viii 3(a), 3(b), 4(a) & (b), Sl.No.iii (b) of Note under Item No.4 of Part "D" Stores Matters of SOP 2009 Edition

Item No.3(a)(ii) is merged with Item No.3(a), hence item No.3(a)(ii) stands deleted and also 6(a)(i) issued under Correction Slip No.146 stands deleted.

The revised item may be read as under:

	Nature of Powers	C.O.S.	C.M.M.	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
2.	<p><u>INVITATION OF TENDERS FOR INDIGENOUS PROCUREMENT</u></p> <p>a) Open Tenders for non-DGS&D/Non-GeM [common use items of Goods and services available in GeM Portal] in the normal course. (INCLUDING DRUGS & SURGICAL ITEMS)</p> <p>(refer Note i & ii below)</p>	Full powers	Rs.5 Crs.	Rs.45 lakhs	Nil	Nil	Nil	<p>Authority:</p> <ul style="list-style-type: none"> 324-S S-226/1 of 21.6.1971 2001/F(S)/PW/7/2 dt 12.10.2001 2007/F(S)/PW/7/1 dt 7.12.2007 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.2 & 1.0 B]

GeM:

Authority: Rly. Bd. Lr. no. 88/RS(G)/779/14Pt Dt. 22.09.2017 [Para 2.0 Sl. No.10]. All the conditions/ guidelines laid down in this letter is applicable.

(Signature)
25/10/2017

Sl. No.	Nature of Powers	C.O.S.	C.M.M	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
2	b) Limited Tenders / Bulletin Tenders i) In normal course (INCLUDING DRUGS & SURGICAL ITEMS) a) for non-DGS&D items/ Non-GeM (common use items of Goods and services available in GeM Portal) Items. b) DGS&D items not covered by rate/ running contract and also common use items of Goods and services not available in GeM Portal. (refer Note- iii & vi below)	Rs.25 lakhs Rs.25 lakhs Upto Rs.10 Crs	Rs.25 lakhs Rs.25 lakhs Upto Rs.5 Crs.	Rs.25 lakhs Rs.25 lakhs Rs.1.5 Crs	# Rs.8 lakhs #Rs.8 lakhs Nil	# Rs.3 lakhs # Rs.3 lakhs Nil	* -- Nil	<p># LTs to be issued simultaneous to BT LT panel shall be of RDSO/CLW/DLW/ICF/Zonal Railway approved firms or likely sources certified by user department and last suppliers</p> <p>* The powers are given under item No 6(a) & 6(d)</p> <p>Authority:</p> <ul style="list-style-type: none"> 706-S & 328-S; 81/F(S)/PW-7/1 dated 28.04.81 2001/F(S)/PW/7/2 dt 12.10.2001 & 5.9.03 2007/RS(G)/779/1 dt 4/4/2008; 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 8/RS(G)/779/14Pt dt 06.01.2017 [Para 1.1 A] <p>GeM:</p> <p>Authority: Rly. Bd. Ir no. 88/RS(G)/779/14Pt Dt: 22.09.2017 [Para 2.0 SL No.10]. (All the conditions/ guidelines laid down in this letter is applicable.)</p> <p>AGM approval for value of tenders above Rs.10 Crs and Up to Rs.20 Crs.</p> <p>For Emergencies including DGS & D items/ common use items of Goods and services available in GeM Portal, purchase should be limited to the quantity required to tide over the emergencies.</p> <p>Authority:</p> <ul style="list-style-type: none"> 328-S; 2001/F(S)/PW/7/2 dt 12.10.2001 2007/F(S)/PW/7/1 dt 07.12.2007 2007/RS(G)/779/1 dt 4/4/2008; ACS No 28 to Para S-706/1; 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.2015 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.1 B] <p>Note: In case DGS&D items/ common use items of Goods and services available in GeM Portal, purchase should be limited to the quantity required to tide over the emergencies</p> <p># Medical SOP (Part B) item no.6(b) (i) & (ii) stands deleted.</p> <p>GeM:</p> <p>Authority: Rly. Bd. Ir no. 88/RS(G)/779/14Pt Dt: 22.09.2017 [Para 2.0 SL No.10]. (All the conditions/ guidelines laid down in this letter is applicable.)</p>

(+ 25/10/2017)

Sl. No.	Nature of Powers	C.O.S.	C.M.M.	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
2	d) Direct procurement of DGS&D/ common use items of Goods and services which are available in GeM Portal, if stores required urgently or can be more conveniently obtained locally or from nearer station. (refer Note- vi, vii & viii below)	Rs.8 Lakhs in each case	Rs.8 Lakhs in each case	Rs.8 Lakhs in each case	Nil	Nil	Nil	<p>Annual ceiling limit is Rs.25 Lakhs in each case per annum as per note viii.</p> <p>Authority:</p> <ul style="list-style-type: none"> 707-S 81/F(S)/PW-7/1 of 28.4.81 2007/RS/G/779/1 dt 4/4/2008 88/RS(G)/779/14Pt Dt: 27.02.2015 dt 12.03.15. 83/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 Sl. No.7] <p>GeM:</p> <p>Authority: Rly. Bd.Lr no. 88/RS(G)/779/14Pt Dt: 22.09.2017 [Para 2.0 Sl. No.10]. All the conditions/ guidelines laid down in this letter is applicable.</p> <p>1. All Direct purchase should be critically examined with the LARs of Open tenders</p> <p>2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores.</p> <p>3. For all direct purchases, e- tendering (IRFPS) should be followed.</p>

(F) 25/10/2015

- i. Open Tenders shall be invited for all purchases valued over **Rs.25 lakhs**. Open or Limited Tenders when considered advantageous, may be invited for purchases upto that limit unless a different mode of tendering is approved by the GM under the provisions of para 331-S or by specified authorities in exercise of their powers as detailed in this Schedule. GM may also decide in public interest not to call for tenders, the reasons being communicated by him to the F.A. & C.A.O. in terms of para 332-S (88/RS(G)/779/14Pt Dt: 06.01.2017 [Para1.2]).
- ii. Railway is not authorized to procure Machinery and Plant costing above Rs.10 lakhs without prior clear dispensation from Central Organization for Modernization of Workshops (COFMOW) excepting for Medical equipment. Machinery and Plant authorized for purchase by the COFMOW are to be procured by indent on COFMOW and so no tenders for purchase of these should be invited except with the specific authorization of COFMOW
- iii. The limit of **Rs.25 lakhs** under item 2(b) applies to the value of each article or class of articles or interconnected articles to be procured at any one time. The demand under each item should in no circumstances be split-up to bring it within these powers. The items available on rate /running contracts should be verified from "WWW.dgsnd.gov.in" (Board's letter No.81F(S)/PW-7/1 dated 28.4.1981 and Lr.No.2007/F(S)/PW/7/1 dt 07.12.2007; 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 & 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para1.2].
- iv. For item 2(c) (i): first such a local purchase is to be sanctioned by DRM/CWM/CWM(JAG) personally with associate Finance concurrence. The constitution of Spot Purchase Committee and other guidelines are as per Annexure-A to Part 'D' of SOP. Such Spot Purchase Committee is the final authority to purchase.
- v. For item 2 c (ii): 'ON THE SPO' Purchase: First such a proposal is to be sanctioned by CWM/CWM(JAG) personally with associate finance concurrence. The actual purchase to be done by a committee of Sr.Scale officers comprising each from Workshop, Accounts and stores department. If the Stores officer is not readily available, an officer from other than workshop may be co-opted. The committee will be the final authority to purchase. Where there is no senior Scale officer in the Workshop, Asst. officer each from Workshop, Accounts and Stores Dept. may be appointed for purchase valued upto Rs.10,000/-.
- vi. a) Direct purchase action under item 2 b) (i) (b) and 2(d) may be resorted to in the event of the failure/inability of the agency of the D.G.S & D to comply with the Railway's demands. In the cases of failure of D.G.S & D dues, details of direct purchases made and the financial loss thereon shall be advised to the D.G.S & D for taking up with the defaulting suppliers for the recovery of the loss sustained by the Railway from them.
b) *For common use items of Goods and services by COS which are available in GeM Portal Authority: Rly.Bd.lr no. 88/RS(G)/779/14Pt Dt: 22.09.2017 [Para 2.0 Sl. No.10]. {All the conditions/ guidelines laid down in this letter is applicable.}*
- vii. The powers under item 2(d) are to be exercised only when it is established that the supplies cannot be arranged within the delivery period required against rate/running contracts or where local purchases may be made more conveniently recording reasons in each case. They should not be exercised for purchase of office equipment or any other equipment not connected with operation and maintenance. In respect of spare parts of vehicles and other earth-moving machinery COS/CMM have powers upto Rs.25,000/- in each case but not exceeding Rs.1 lakh in the aggregate in any one year (Board's letter No F(PM)64/PW-7/1 dated 29.05.1964 and No.81F(S)/PW-7/1 dated 28.4.1981 & Rly. Bd. Lr No.2001/F(S)/PW/7/2 dated 12.10.2001.
- viii. The annual limit of Rs. 25,00,000/- in item No. 2(d) is the combined limit for all offices for any given item of stores. In order to ensure that this limit is not exceeded, suitable registers should be maintained and periodically checked (Board's Lr.No.2007/RS(G)/779/1 dated 04.04.2008; 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 & 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 Sl. No.7].
- ix. In exercising the powers under items 2(v)(i) & (ii) the purchase officer should consider whether an existing rate/running contract can be utilized. The powers under 2(e)(ii) may be exercised without finance concurrence in emergent situations affecting repairs, maintenance, operation or out-turn which should be recorded in writing. Invitation of single tender and purchase will require personal approval of COS/CMM. Authority: Rly Bd. Lr. No. 2001/F(S)/PW/7/2 dated 27.01.2003
- x. Incorporated in 2(g) & 2(h), hence deleted.

P. J. G. M.
25/10/2017

3. CONSIDERATION OF TENDERS:
3 (a) COMPOSITION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR RAILWAYS/PUS/OTHER FIELD

UNITS

(INCLUDING DRUGS & SURGICAL ITEMS)

(TRACK ITEMS ARE ITEMS DEFINED IN STORES CODE PARA 0702)

Sl. No.	TC LEVEL with Revised Value Limit	Composition of Tender Committee	Accepting Authority	REMARKS
(i)	TC of Sr.Scale	Nil Sr.Scale TC ceases to exist, hence no powers	NIL	Authority: 85/F(S)/PW/7/1 dt.12.7.90 F(X)/11-91/PW/3 dt.13.12.91 85/F(S)/PW-7/1 dt.19.11.97 2001/F(S)/PW/7/2 dt.12.13.2001 2001/F(S)/PW/7/1 dt.7.12.2007 2007/RS(G)/PW/7/1 dt.4.2008 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 88/RS(G)/779/14Pt Dt: 06.01.2017 (Para 10 B (i) to (vi) & Para 2.0 SI No. 111. Note: In case of only one SAG officer in any department (in Stores, Finance, User Department), a JAG level officer of respective department will be member of Tender Committee upto Rs.120 Crores
(ii)	TC of JAG Above Rs.45 lakhs and upto Rs.5 Crores.	Dy.CMM/Sr.DMM (Convener)*, Dy.Level Officer from indenting# and Dy.Level of Accounts Department (To be specified as Dy.FA&CAO for HQRS and Sr.DFM for Divisions) * Dy.CE for Track Items # Dy.CMM for Track items	CMM^	* For Track items # • Officers of the same level from Civil Engg. Department shall act as Convener of the Tender Committee. • Officers of the Stores Department of the same level as Convener shall be the third member of the Tender Committee • Officers of the same level from Civil Engineering Department will be the Accepting Authority Authority: (For drugs & surgical items) 2014/RS(G)/779/13 dt.Dt.28.12.2015 NOTE: Medical SOP Part B Item Nos: 6(a); 6(b)(i), 6(b)(ii), 6(b)(iii), 6(b)(iv) & Annexure 'A' STANDS DELETED. Technical scrutiny should be done by Medical department for all cases
(iii)	TC of SAG Above Rs.5 Crores and upto Rs.200 Crores	CMM (Convener)*, SAG of indenting# and SAG of Accounts Department * CE for Track Items # CMM for Track items	COS^	
(iv)	TC of PHOD/CHOD Above Rs.200 Crores and upto Rs.500 Crores	COS (Convener)*, PHOD/CHOD of indenting# and PHOD/CHOD of Accounts Department * PCE for Track Items # COS for Track items	AGM In case AGM is not there GM is the Accepting Authority	
(v)	TC of PHOD/CHOD Above Rs.500 Crores	COS (Convener)*, PHOD/CHOD of indenting# and PHOD/CHOD of Accounts Department * PCE for Track Items	GM	The procurement of Drugs & Surgical items shall be as per the policy guidelines issued by Rly Board from time to time. The existing system of consolidation of AMIs by CMD's office and vetting by HQRS Accounts office shall continue

Sl. No.	Nature of Powers	C.O.S.	C.M.M	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
3	b) acceptance of tenders vide Para 341-S. (INCLUDING DRUGS & SURGICAL ITEMS) <i>(Refer Note- i to iv, xii and xiv below & 0117S)</i>	Rs.200 crores	Rs.5 Crs	Rs.45 lakhs	Rs.8 lakhs	Rs.3 lakhs	For Drugs & Surgical items only Sr.DMM/ Dy.CMM (DEPOT) of attached Unit - up to * Rs.1 Lakh	The powers delegated under this item are generally referred to as the purchase powers of the respective authorities. The item includes Turnkey Work involving supply of Stores & performance of service on Turnkey basis. Authority: 85/F(S)/PW-7/1 dt.19.11.97 87/RS(G)/779/26/Pt. dt. 21.2.97 2001/F(S)/PW/7/2 d. 12.10.2001 2007/F(S)/PW/7/2 d. 7.12.2007 88/RS(G)/779/14/Pt.Dt. 27.02.2015 & 12.03.15 88/RS(G)/779/14/Pt Dt: 06.01.2017 Para 1.0 A & B]. * For Medicines & Surgical items - based on the list of items from vetted AMI circulated by CMD and authorized to MD/CMS of field units. No other medicine will be procured at Division/Depot level. 1. All Direct purchase should be critically examined with the LARs of Open Tenders. 2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores. 3. For all direct purchases, e-Tendering (IREPS) should be followed. 4. For all Medical items technical scrutiny should be done by Medical Department before acceptance # Medical SOP (Part B) item no.6(b) (iii) stands deleted.

12/01/2017
25/10/2017

Sr. No.	Nature of Powers	C.O.S.	C.M.M.	Dy.CMM	S.M.M	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
1	SIGNING OF INDENTS/PURCHASE ORDERS (refer Note i to iv below) indent on D.G.S&D/ GeM (common use items of Goods and services available in GeM Portal) Railway Board	Full Powers	Full Powers	Full Powers	Rs.5,00,000/- For DGS & D/ GeM (common use items of Goods and services available in GeM Portal) only	Nil	Nil	2007/RS(G)/779/1 dt:04/04/2008 GeM: Authority: Rly. Bd. dt. 08/RS(G)/779/14Pt Dt: 22.09.2017. [All the conditions/ guidelines laid down in this letter is applicable.]
2	(b) Placement of Supply orders against DGS&D rate running contract/ Placement of purchase orders for procurement of common use items of Goods and services available in GeM Portal without going into the formalities of Tender Committee examination. (INCLUDING DRUGS & SURGICAL ITEMS)	Full Powers	As per their level of acceptance	As per their level of acceptance	As per their level of acceptance	Nil	Divisional Stores & Depot Officers - The powers for placing supply orders against DGS&D/ rate/running contracts/ GeM (for Goods and services available in GeM Portal), and signing of the same are per NOTE* Divisional Stores & Depot Officers - The powers for placing supply orders against DGS&D rate/running contracts / GeM of Goods and services available in GeM Portal, GeM Portal, and signing of the same is up to Rs. 1 lakh* each case	Authority: 001/RS(G)/DPW/712 dt:12.10.2001 & 59.03.88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15; 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 SL No.6]. *NOTE: Sr.DMM/ Dy.CMM (Deput) Rs.5 lakhs per case. DMM/ SMM (Deput) (IC) Rs.5 lakhs per case. DMM/ SMM (Deput) (other than IC) Rs.2 lakhs per case. Asst. DMM/ SMM (Deput) (IC) Rs.2 lakhs per case. Asst. DMM/ SMM (Deput) (other than IC) Rs.1.5 lakhs per case. Above powers to be exercised within annual ceiling limits which may be decided by CTS in consultation with Associate Finance. These powers are to be exercised within available budgetary limits under each demand, allocation and primary unit. Authority: Lt. No 2007/RS (G)/779 1 dated 04.04.2008, 88/RS(G)/779 14Pt Dt: 27.02.2015 & 12.03.15 & 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 SL No.10] GeM: Authority: Rly. Bd. dt. 08/RS(G)/779/14Pt Dt: 22.09.2017. [All the conditions/ guidelines laid down in this letter is applicable.] * For Medicines & Surgical items based on the list of items from vetted AMM, circulated by CMD and authorized to MID/CMS of field units. No other medicine will be procured at Division/Depot level. Case file along with Rate Contract copy will be routed through Medical Branch for technical scrutiny before finalizing Supply Order. ** Medical SOP (Part B) em no. 6(a) stands deleted.

NOTE:

i. These powers are to be exercised after approval of quantities in terms of Sl.No. 1 above.

ii. Indents/Purchase Orders valued over Rs.20, crores should be signed as for General Manager, to whom a report should be submitted once in a month for perusal.

iii. a) As per Board's Letter.No.2001/F(S)/PW/7/2 dated 28.12.2001, COS has full powers for placement of orders against rate/running contract of DGS&D. The powers of SMM: Dy CMM & CMM are as per their level of acceptance.
b) *For common use items of Goods and services available in GeM Portal, COS has full powers for placement of orders. The powers of SMM/ Dy CMM & CMM are as per their level of acceptance. (Authority: Rly.Bd.Lr no. 88/RS(G)/779/14Pt Dtr. 22.09.2017). {All the conditions/ guidelines laid down in this letter is applicable.}*

iv. Incorporated in 4(b). Hence deleted.

This issues with the concurrence of Finance and approval of General Manager.

Prasun
25/10/2017

प्रसून चक्रवर्ती (Prasun Chakraborty)
उप महाप्रबंधक/सामान्य Dy.General Manager/Genl.

ALL CONCERNED

सं.No. S.232.Tender & Purchase Procedure

All Purchase Officers / Depot Officers

OFFICE PROCEDURE ORDER No. 45/2017

Sub: Vetting of 'A' & 'B' Category items.

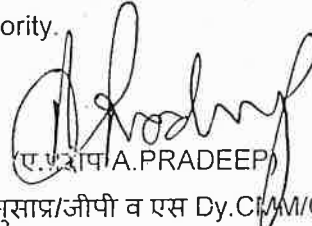
Ref: Railway Board letter No.2017/Trans/01/Policy dated 18.10.17.

As per the above mentioned letter regarding delegation of powers Para (5) and DGM(G)'s letter No.G.203/Policy/Trans/Vol.I dated 30.10.2017 – advising to implement the Model SOP (M.SOP) circulated by Railway Board, the procedure for vetting of 'A' and 'B' category items (item no.1.1(b) [Page –D2 of M.SOP] are as under.

(a) Vetting of AAC/EAC of only 'A' category items by HQrs. finance (no finance vetting for AAC/EAC approval of B and C category items).

(b) No requirement of quantity / demand vetting by finance for stock items.

This issues with the approval of Competent Authority.



उपमुसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

All PHODs/DRMs, FA&CAO/SC, FA&CAO/S&W/SC, FA&CAO/C/SC for kind information;

CWM/LGD, RYPS, TPTY; Dy.FA&CAO/WS/LGD, WAO/CRS, RYPS, CAO/RJY;

Sr.AFA/SF/SC, Sr.DFMs/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Principal/STC/SC. All Section-in-Charges of COS Office.

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No. S.248.Vig.Preventive Check 2017

दि Dt.01.11.2017.

All Purchase Officers of HQ/ Depots and Divisions

OFFICE PROCEDURE ORDER NO. 46 /2017

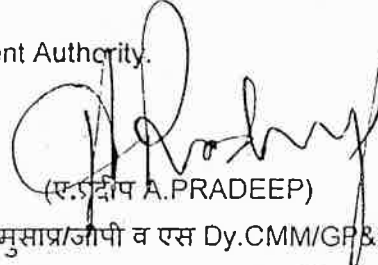
विषय Sub:- Record the acceptance details on the tabulation statement in Direct Acceptance cases - reg.

संदर्भ Ref:-Dy.CVO/Stores'sLr.No.G.265/PC/2017/08/02046/S/N/HQ
dt.12/10/2017.

Dy.CVO/Stores vide letter under reference stated that during a Preventive Check conducted on scrutiny of Purchase case files and it was noticed that in Direct Acceptance Cases, some of the Purchase Officers are not recording the acceptance details on the Tabulation Statement which is a practice in vogue"

In view of the above, it is advised to record the acceptance details on the tabulation statement in Direct Acceptance cases.

This issues with the approval of the Competent Authority.



(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

P/S to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CVO/Stores w.r.t. letter dated 12/10/2017.

All Purchase Officers of HQ/ Depots and Divisions

OFFICE PROCEDURE ORDER NO. 47 /2017

विषय Sub: Scrutiny of Purchase Case Files – reg.

संदर्भ Ref: Dy.CVO/Stores's Lr.No.G.265/PC/2017/08/02066/S/N/HYB dt.16/10/2017.

During a Preventive Check conducted by Vigilance Branch the following inadequacies were noticed

1. Frequent purchase of the same item within a short gap of 10 days.
2. It is noticed that the Pos were placed at variable rates for the same item procured during the period.
3. Sometimes, in the Indents the description including Properties were given. However, these properties are matching to a particular model of the Corium make. Thus, the descriptions appear to be different on prima facie but the same item was indented with the different descriptions.
4. The rate reasonability was not justified w.r.t the previous Purchase Data.
5. There were lot of delays in floating of the Tenders in some files.
6. Call attention of approved/likely sources was not given in some of the tenders.
7. Re-tendering was done on the pretext of higher rates. However, on re-tendering, the same rates were accepted. Thus, there are cases of re-tendering on flimsy grounds.
8. It was further stated that, ideally the demands would have been consolidated and submitted at one go for obtaining the benefits of bulking the demand. This procedure would have avoided the piecemeal purchases.

In view of the above, it is advised,

1. Not to resort piece-meal procurement .
2. Greater emphasis to be given for stream lining/ reiterating the procedures in place, for clubbing of demands, justifying the rates and other issues .
3. To explore the possibility of stocking these items.

It is advised to follow the above.

This issues with the approval of the Competent Authority

(ए.प्रदीप A.FRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M,

Dy.CVO/Stores w.r.t. letter dated 12/10/2017.

OFFICE PROCEDURE ORDER NO. 48 /2017

विषय Sub:- Model Schedule of Powers (SOP) Document for Zonal Railways.

संदर्भ :Ref:-1.Dy.GM/Genl Lr No.G.203/Policy/Trans/vol.I. dt.30.10.2017.

2. Railway Board Lr.No. 2017/Trans/01/Policy dt. 26.10.2017.

Copy of DGM's letter for implementing Model SOP is enclosed herewith for information and necessary action..

All are advised to ensure compliance of the Model SOP.

This issues with approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमुसाप्र/जीपी व एस Dy.CMM/JP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Encl: a.a

Copy to:-

PS to COS for kind information of PCMM

CMM/G, CMM/E & CMM/M,

Dy.CVO/Stores/SC

All Purchase, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, and all Section incharges

2263
31/10/17

CMM/G, DY.GRA.S

PCMM



SOUTH CENTRAL RAILWAY

General Manager's Office;
Secunderabad - 500 025.

No.G.203/Policy/Trans/Vol.I.

Date: 30.10.2017

Sub: Model Schedule of Powers (SoP) Document
for Zonal Railways.

Ref: Rly.Bd's Lr.No.2017/Trans/01/Policy dt.26.10.2017.

<<<>>>

Railway Board, vide above referred letter, have circulated a Model Schedule of Power document delegating financial and administrative powers across Zonal Railways/PUs.

It has been decided to implement the above model SoP w.e.f.30.10.2017.

The above implementation is ordered subject to the following :-

1. The Model SoP shall supersede the existing SoP of South Central Railway.
2. Railway Board has advised that the delegation under Model SoP shall be to the extent applicable wherever the delegation of powers require enhancement/modification. The same can be proposed by PHODs/DRMs for their respective matters to DGM/G.
3. Corrigendum to the Model SoP if any received from the Railway Board will be issued as and when they are received. Such corrigenda will be applicable with prospective effect from the date of implementing the corrigenda in this Railway.

All PHODs are requested to review the new Model SoP in a time frame latest by 15.11.2017 for any changes that may be required due to inconsistencies in the delegation/remarks of SoP and to communicate guidelines and formats for collating the information wherever required.

This issue with the concurrence of PFA and approval of General Manager.

Prasun Chakraborty
30/10/2017

प्रसून चक्रवर्ती (Prasun Chakraborty)

उप महाप्रबंधक/सामान्य Dy.General Manager/Gent.

Copy forwarded to:

AGM, PFA, SDGM, Secy.to GM, DGM/G, PCE, PCME, PCSTE, PCCM, PCMM, PCOM, PCPO, PCEE, PCMD, CSO, CSC/RPF, CAO/C.
CSTE/C/SC, CEE/C/SC, FA&CAO/C/SC, FA&CAO/G/SC, FA&CAO/T/SC, FA&CAOWS/SC, DRMs/SC, HYB, BZA, GTL, GNT, NED, Sr.DFMs/SC, HYB, BZA, GTL, GNT, NED CWMs/LGDS, TPYS & RYPS, Dy.CAO/LGDS, WAO/TPYS & WAO/RYPs.
CPRO/SC, Chairman/RRB/SC,

OFFICE PROCEDURE ORDER NO. 49 /2017

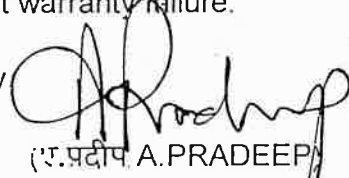
विषय Sub:- Completion Certificate.

संदर्भ :Ref:- PCMM Note no. S.COS.Notes.2017 dt. 15.11.2017

At the time of release of Bank Guarantee which has been deposited against Security Deposit or the SD money which has been deposited in cash or other mode of payment, the Purchase Officer should obtain the Completion Report from the concerned Depot Officer / Consignee which should also indicate as to whether any warranty claims are out standing against the firm.

The format of Completion Report (as enclosed) has been suitably modified so as to incorporate the details of claims outstanding against warranty failure.

This issues with approval of the Competent Authority



(ए.प्रदीप A.PRADEEP)

उपमहानिरीक्षक/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Encl: a.a

Copy to:-

FS to COS for kind information of PCMM

CMM/G, CMM/E & CMM/M

Dy.CMM/IC: w.r.t

Dy.CVO/Stores/SC

All Purchase, Depot & Divisional Officers

Dy.Ch.Manager/P&S/SC, and all Section in-charges

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad – 71

सं. No.

दि dt:.....

To,

विषय SUB: Submission of Completion Report/ No Loss certificate

against this office P.O.No. _____ dt: _____
placed on M/s. _____ / _____ for Qty: _____
for supply of _____

Please furnish No Loss or inconvenience certificate/ Completion Report against the above subject P.O. with the following information to enable this office to take further action.

1. Whether the order is satisfactorily completed.
2. Whether any loss or inconvenience is caused due to belated supply.
3. Date of receipt and quantity received.

4. Whether any Warranty claim is outstanding against the firm.

YES NO

5. If YES, details of the claim

Qty	Value based on All in Cost

6. Is whether any other claims are outstanding against the firm:-

YES NO

7. If yes, details of claims

Qty	Value based on All in Cost

Therefore, you are requested to submit the NLC/Completion report to enable this office to deal further.

Matter may be treated as "MOST URGENT" and 'TOP PRIORITY' please.

कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

OFFICE PROCEDURE ORDER NO. 50 /2017

विषय Sub:- Consideration of Indian Agent.

संदर्भ :Ref:- 1) Railway Board Lr.No. 89/RS/(G)/779/6 dt.12.03.2013.

2) CVC Lr.No. 12.02.-6-CTE/SPI(I)-2/161730 dt.13.01.2012

CVC vide letter above had emphasized the need to obtain fair market price by reducing the possibility of collusion and cartelization through fair market competition.

The following instructions incorporated in General Tender Conditions are to be ensured.

Sl.No	Existing	Sl.No	Revised
14(5)	<u>Procurement from manufacturers authorised agencies/Distributors:</u> "One Agent cannot represent two Suppliers or quote on their behalf in a Particular tender"	14(5)	a) In a tender, either the Indian agent on behalf of the Principal /OEM or Principal /OEM itself can bid but both cannot bid simultaneously for the same item/Product in the same tender. b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/Product.

This issues with approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of PCMM

CMM/G, CMM/E & CMM/M

Dy.CMM/IC- to incorporate the above in IREPS

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

New Delhi, dated: 12.03.2013

No. 89/RS(G)/779/6

The General Manager, All Indian Railways & PUs including NF(C)
The General Manager, CORE, Allahabad
The General Manager, Metro Railway, Kolkata
The Director General, RDSO, Lucknow & Railway Staff College, Vadodara
CAO/Workshop Projects organization, Patna
CAO/DMW, Patiala and COFMOW, New Delhi
CAO/RCF/RBL/Old TA Building, Kishan Ganj, New Delhi.

Sub: Consideration of Indian Agent.

Ref: CVC letter No. 12-02-6-CTE/SPI(I)-2/161730 dated 13.1.2012 (copy enclosed)

Vide above referred letter, CVC has again emphasized the need to obtain fair market price by reducing the possibility of collusion and cartelization through fair market competition.

2. Further with respect to agent and Principal/OEM, instruction were issued vide letter No. 99/RS(G)/779/2 dt 10.1.2007.

3. In supersession the following instruction are now issued:

(a) In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

(b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

4. Suitable condition incorporating the above may also be included in the bid document.

5. This is issued with the concurrence of Finance Dte. of Ministry of Railways.

DA: As above

Santosh Mittal
(Santosh Mittal)
Dy. Director Railway Stores (G)
Railway Board

New Delhi, dated: 12.03.2013

No. 89/RS(G)/779/6

Copy to:

1. FA&CAOs, All Indian Railways & Production Units
2. PCEs, All Indian Railways & PUs, WPO/Patna, RCF/RBL, COFMOW, DMW
3. CMEs, CEEs, CSTE, All Indian Railways & Production Units

29# 444

NO: 12-02-6-CTE/SPI(1)-2
Government of India
CENTRAL VIGILANCE COMMISSION
(CTE'S ORGANISATION)

SATARKTA BHAVAN,
BLOCK-A, GPO COMPLEX,
INA, NEW DELHI-110023.

Dated the 7th January 2003.

OFFICE MEMORANDUM

Sub. : Consideration of Indian Agents.

The commission has received a complaint alleging that in Government tenders at times an Indian Agent participates on behalf of two different foreign suppliers and in the event of only offers of these two suppliers getting short listed, then the Indian representative knowing the prices of the two foreign suppliers/ manufacturers may take an undue advantage.

2. The issue has been deliberated in the commission. In order to maintain sanctity of the tender system, it is advised that one agent cannot represent two suppliers or quote on their behalf in a particular tender.

3. It is suggested that these instructions may be circulated amongst the concerned officials of your organisation for guidance.

Sd/-

(Niranjan Singh), Under Secretary

TO

All CVOs of Ministries/ Departments /PUs/Banks/Insurance Companies/ Autonomous Organisationjs/ Societies/ UTs.

ANNEXURE - II/4-72

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

san

No. 99/RS(G)/779/2

New Delhi, Dated: 07.03.2007.

Sub : **Consideration of offers of Indian Agents.**

Ref : Your Railway's letter no. S.314.2P.Vol.V dated 19/22.02.07.

In reference to your above letter calling for clarification on Board's letter of even no. Dated 10.1.2007 regarding applicability of these instructions to imported stores only or for indigenous contracts / Indian Suppliers as well, it is advised that CVC's instructions as forwarded vide Board's letter of even no. Dated 10.01.2007 shall apply in principle for all types of tenders.

Sd/-

(Trilok Kothari)

Director Railway Stores (IC), Rly Board.

282 (141)

Under the CENVAT credit rules, the supplier requires to pass on all the CENVAT credit benefits availed on inputs of finished product as set offs to the purchase, if the Excise duty is payable on the finished product.

While considering one of the cases related to payment of Excise Duty on track machines, one of the Railways pointed out that set offs receivable under the CENVAT Scheme entails reduction in the price of each machine to the extent of the CENVAT credit availed by the firm and the Excise duty on the machines should be payable on the reduced price thus arrived. In other words, assessable value of the finished product for the purpose of Excise Duty shall be net of discounts, CENVAT Credit, Sales Tax/VAT etc.,

The aforesaid issue has been examined in this office in consultation with the Legal Date. The advice conveyed on the subject is as under:

"In determining the cost of an excisable product covered by the MODVAT scheme under Section 4(1)(b) of the Act read with Rule 6 of the valuation rules, the excise duty paid on raw material also covered under MODVAT SCHEME is not to be

Included i.e., excise duty paid on raw material, if modvatted is not to be included in determining the cost of production of excisable product.

The above legal opinion on the subject be taken into consideration while examining all such cases involving passing of CENVAT/MODVAT credits on inputs and calculation of Excise Duty on the finished products.

This issues in consultation with Stores Directorate of Railway Board.

Sd/-
(A.K. Bhatnagar)
Dy. Director Finance (Stores)

ANNEXURE - II/4-71

GOVERNMENT OF INDIA MINISTRY OF RAILWAYS (RAILWAY BOARD)

RBS No: 01/2007

3am

No. 99/RS(G)/779/2

New Delhi, Dated: 10.01.2007.

Sub : Consideration of offers of Indian Agent.

Please find enclosed a copy of Central Vigilance Commission's letter No: 12-02-6-CTE/SPI(1)-2 dated 07.01.2003, on the above subject for information and implementation.

Suitable conditions must be provided in tender documents.

This issues with the concurrence of Finance Dte. of Ministry of Railways.

Sd/-
(Aruna Jain),
Dy. Director, Railway Stores (G)-II, Railway Board

सं. No. S.232.Tender & Purchase Procedure

OFFICE PROCEDURE ORDER NO. 51 /2017

विषय Sub:- Consideration of Indian Agent.

- संदर्भ :Ref:- 1) Railway Board Lr.No. 89/RS/(G)/779/6 dt.12.03.2013.
2) CVC Lr.No. 12.02.-6-CTE/SPI(I)-2/161730 dt.13.01.2012
3) This office OPO No.50/2017, Dt. 22.11.2017.

CVC vide letter above had emphasized the need to obtain fair market price by reducing the possibility of collusion and cartelization through fair market competition.

The following instructions incorporated in General Tender Conditions are to be ensured.

Sl.No	Existing	Sl.No	Revised
14(5)	<p><u>Procurement from manufacturers authorised agencies/Distributors:</u></p> <p>"One Agent cannot represent two Suppliers or quote on their behalf in a Particular tender"</p>	14(5)	<p>(a)(i) In a tender, either the Indian agent on behalf of the Principal /OEM or Principal /OEM itself can bid but both cannot bid simultaneously for the same item/Product in the same tender.</p> <p>(ii) In a tender, If Indian agent on behalf of the Principal /OEM or Principal /OEM bids simultaneously for the same item/Product in the same tender, then both the offers will be considered ineligible and will be summarily rejected.</p> <p>(b)(i) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/Product.</p> <p>(ii) If an agent submits bids on behalf of the Principal/OEM and also on behalf of another Principal/OEM in the same tender for the same item/Product, then both offers will be considered ineligible and will be summarily rejected.</p> <p>(c). In view of the above, Manufacturer may note that an agent can represent only one firm in a tender and any manufacture cannot submit more than one offer against a tender through different sole selling agents or one offer directly and other offers through sole selling agents, in other words, in a tender, either the Indian agent on behalf of the Principle/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same items/product in the same tender. In such a situation all the offers will be rejected. Also a "100% Indian Subsidiary" of the foreign firm cannot bid through another agent. The relation between the Principal /OEM & Agent or Indian Subsidiary (100% or Otherwise) should be contractually established and clear.</p> <p>(d). The above conditions shall apply for all types of Tenders.</p>

This issues with approval of the Competent Authority.


(ए.प्रादीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of PCMM

CMM/G, CMM/E & CMM/M

Dy.CMM/IC- to incorporate the above in IREPS

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad.71

सं.No. S.232.Tender & Purchase Procedure

Dt. 12.12.2017

OFFICE PROCEDURE ORDER NO. 52 /2017

विषय Sub:-Process Reforms-Improving Delivery & Performance: contracts.

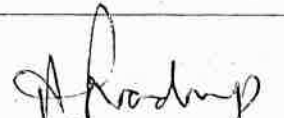
संदर्भ :Ref:- Railway Board letter form ED(C)T Lr.No. 2010/Trans/01/Policy,
dt.17.11.2017.

With reference to the above Railway Board letter regarding Process Reforms-Improving Delivery & Performance: contracts, the following contract related matters have been considered to simplify and streamline the decision making process vide above letter.

However, as per Para 7.5.11(i) of the Manual for Procurement of Goods 2017 Ministry of Finance, Department of Expenditure Chapter-7, following procedure is to be adopted for dealing with case where L-1 bidder withdraws.

Item no.	Existing	Item no.	Revised
19	<u>Case where L1 Bidder Withdraws:</u> NIL	19	<u>Case where L1 Bidder Withdraws:</u> If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder".

This issues with approval of the Competent Authority.


(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

Copy to:-

PS to COS for kind information of PCMM

CMM/G, CMM/E & CMM/M

Dy.CMM/IC- to incorporate the above in IREPS in GTC

Dy.CVO/Stores/SC

Dy.Ch.Manager/P&S/SC, and all Section in-charges

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy

New Delhi, dated: 17 - 11 - 2017

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO & NAIR,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Process Reforms -Improving Delivery & Performance: Contracts

Indian Railways is the lifeline of the nation and it needs to serve the people of the country safely & efficiently. Field officials have to be empowered and instilled confidence in order to take decisions in the best interest of work, within the broad framework of rules. Following contract related matters have been considered, to simplify and streamline the decision making process.

1. Discharge of tenders in the event of lowest (L1) bidder withdrawing from the procurement process

(a) There are several instances where tenders have to be discharged and fresh tenders invited because of L-1 bidder's withdrawal. Finalization of tenders get delayed. As per the instruction from CVC vide letter No. 98/ORD/1 dated 24.08.2000 the current practice being followed on IR is "if L-1 Party backs out, there should be re-tendering in a transparent and fair manner. The authority may in such a situation call for limited or short notice tender, is so justified in the interest of work and take a decision on the basis of lowest tender".

(b) However, as per para 7.5.11 (i) f of the *Manual for Procurement of Goods 2017 Ministry of Finance, Department of Expenditure Chapter - 7*, following procedure is to be adopted for dealing with cases where L-1 bidder withdraws:

"If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder."

It has been decided to follow the latest guidelines of MOF mentioned above in cases of Stores and Services (other than Consultancy) Tenders


12/11/2017

2. Delay in deposition of performance guarantee in the Works Contracts within the stipulated period of 60 days

At present, difficulties are normally experienced in the field where the selected bidder is not able to submit the performance guarantee within the stipulated period of 60 days and the tender is discharged even if the delay is by one day.

Based on due deliberations, it has been decided to modify the relevant Clause 16. (4) (a) of GCC with the new clause as under:

"The successful bidder shall have to submit a Performance Guarantee (PG) within 30 (thirty) days from the date of issue of Letter Of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto the date of submission of PG from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG after 60 days from the date of issue of LOA, a notice shall be served to the contractor to deposit the PG immediately (however not exceeding 90 days from the date of issue of LOA). In case the contractor fails to submit the requisite PG even after 90 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work."

3. Variation in Contracts

In quite a number of cases while the contract is in operation, variations are resorted to in accordance with the terms and conditions of the contract. Field officers are generally afraid of taking risk despite the variation being a reasonable option in the given situation.

Regarding Variations as defined in Para 1265 of Engineering Code following clarification is issued:

"Contracts are a means of execution of works and as an executive, our primary role is to achieve the desired performance. It is seen that the executives are becoming more and more risk averse in taking decisions, citing various apprehensions regarding variations which are governed by para 1265 of the Engineering Code. As a matter of fact, variations in conditions, rates, quantities and items are permitted as per Engineering Code. It should however be governed by the basic principle that the variation should be limited so as not to completely change the scope, character and purpose of the original contract. The CVOs may also take an active part in such education. The executive taking decision with regards to variations may inter alia keep in mind the opportunity cost of not taking a decision, delaying it and the importance of a project which may even impact the image of the Railways."


17/11/17

4. Extension of Earning Contracts

Earning contracts may be extended, for a reasonable time period (to be defined in the contract document, based on the duration of contract) with mutual agreement between the parties, under special circumstances till a new contract is expeditiously finalized to ensure continuum of earnings.

5. This is issued with the approval of the Chairman Railway Board. Kindly acknowledge the receipt and ensure compliance.


17/11/2017
(T.K. Pandey)

Executive Director (Civil) Transformation

No. 2017/Trans/01/Policy

New Delhi, dated: 17-11-2017

Copy to

1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

•Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG (S&T)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board


17/11/17
(T.K. Pandey)

Executive Director (Civil) Transformation

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S.232.Tender & Pur. Procedure/System Improvement

दि Dt. 28.12.2017.

OFFICE PROCEDURE ORDER NO: 53 /2017

All Depot/Division/ Hqrs Purchase Officers.

विषय :Sub:- Complaint on non refund of EMD amount- reg.

संदर्भ :Ref:- (1) Board's Lr.No.2015/EDVS/System/System Improvements
dt.08/01/2016.

(2) This office Lr of even no. dt.17/02/2016 & 28/04/2016.

(3) Sl.No.4 of the Minutes of the meeting held by PCMM with Hqrs
Officers regarding GeM on 03.10.2017

(4) OPO No.40/2017 dt.04/10/2017.

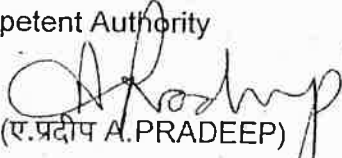
(5) Dy.CVO/Stores Lr.No.265/C/2017/10/01493/GS/G/HQ
dt.11/12/2017.

On a vigilance check done it was observed that in one of the cases there was abnormal delay of more than 8 months in the release of EMD for the unsuccessful supplier. This was viewed very seriously. In this regard it is reiterated that necessary guidelines for timely refund of EMD/SD has already been issued vide this office letter of even no dated 28/04/2016. It is once again reiterated that :-

"The Purchase Officer has to ensure that the office copy of PO is stamped and signed by the concerned CTC and the Officer stating that all the EMDs of the unsuccessful bidders pertaining to the case file have been returned, before the release of formal PO". Any lapses in future has to be viewed seriously and please ensure that DAR action is initiated for any such lapses.

The above instructions has to be followed without fail.

This is issues with the approval of the Competent Authority


(ए.प्रदीप A.PRADEEP)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy :- PS to PCMM for kind information of PCMM.

CMM/M. CMM/G & CMM/E for kind information,

All Section In-charges.

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम् Rail Nilayam

सिकंदराबाद Secunderabad

सं. No. S.232.Tender & Pur. Procedure/System Improvement

दि Dt.28.04.2016

All Purchase Officers/Hdqrs.

विषय :Sub:- Timely refund of Earnest Money/Security Deposit - reg.

संदर्भ :Ref:- 1. Board's Lr.No.2015/EDVS/System Improvements dt.08.01.2016.

2. SDGM/SC's Lr.No.G.265.Dy.CVO.S.Misc.2016 dt.04.02.2016.

3. This Office Lr.of even No.dt.17.02.2016..

4. SDGM/SC's Lr.No. 265.Dy.CVO.S.Misc.2016 dt.21.04.2016

During a Vigilance check, it was noticed, that the procedures related to refund of Earnest Money / Security Deposit to the tenderers / suppliers as envisaged in OPOs i.e. OPO 3/2009, 5/2009 and 01/2014 have not been improved / implemented at the purchase section level in COS Office which is viewed seriously by Vigilance Department.

For ensuring the prompt release of EMD, the following System should be followed.

"The Purchase Officer has to ensure that the office copy of PO is stamped and signed by the concerned CTC and the Officer stating that all the EMDs of the unsuccessful bidders pertaining to the case file have been returned, before the release of formal PO".

It is to further state that the Security Deposits are not returned promptly to the successful bidder after the contractual obligations. The documentations and the Registers are not maintained / updated as per the extant guidelines / provisions.

In this connection, it is brought out that recently this office has reiterated the above provision / guidelines for refund of EMD / SD vide this office letter of even No. dt.17.02.2016.

Hence, to avoid any complaints in future, it is once again reiterated to follow the extant provisions / guidelines laid down in the said OPOs for implementation, scrutiny and monitoring the process of timely returning the EMDs/SDs..

(RAMESH GAIKWAD)

SMM/Sales

for Controller of Stores

Copy to SDGM/SC. This is in reference to his Lr.No.265.Dy.CVO/S/Misc./2016 dt.21.04.2016.

C/- to PS to COS for kind information of COS.

C/- to CMM/M. CMM/G & CMM/E for kind information please.

All Section In-charges

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम् Rail Nilayam
सिकंदराबाद Secunderabad
दि Dt.04.10.2017.

सं.No. S.232.Tender & Pur. Procedure/System Improvement

OFFICE PROCEDURE ORDER NO:40/2017

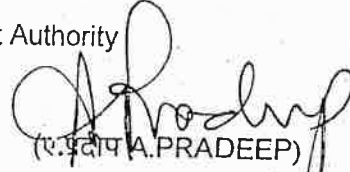
All Depot/Division/ Hqrs Purchase Officers.

विषय :Sub:- Timely refund of Earnest Money/Security Deposit - reg.

संदर्भ :Ref:- SI.No.4 of the Minutes of the meeting held by PCMM with Hqrs
Officers regarding GeM on 03.10.2017

Please refer to this office Lr.No. S.232.Tender & Pur. Procedure/System Improvement
दि Dt.28.04.2016 wherein necessary guidelines have been issued for Timely refund of
Earnest Money/Security Deposit. Please follow the same without fail.

This is issues with the approval of the Competent Authority



उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते प्रमुख मुख्य सामग्री प्रबंधक

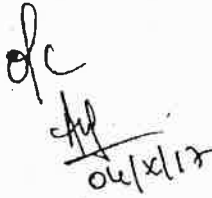
For PRINCIPAL CHIEF MATERIALS MANAGER.

Copy :- PS to PCMM for kind information of PCMM.

CMM/M. CMM/G & CMM/E for kind information,

Dy.CMM/IC: For online refund of EMD and SD, GM/P/CRIS to be approached
immediately for suitable provision to be made in iMMS/IREPS with
seamless exchange of Information between IREPS & iMMS please.

All Section In-charges.



CMM/E, DY. S&T, Dy/485.
H. W. S. S.



गोपनीय//Confidential//

महाराष्ट्र मध्य रेलवे/ SOUTH CENTRAL RAILWAY

महाप्रबंधक का कार्यालय /General Manager's Office,

सतर्कता शाखा/Vigilance Branch,

सिकंदराबाद / Secunderabad.

दि/Dt. 11/12/2017

स. No. 265/G/2017/10/01483/GS/G/HQ

PCMM/SC

विषय/Sub.: Complaint on non refund of EMD amount - reg.

संदर्भ/Ref: (i) G.265/Dy.CVO/S/Misc./2016 dtd.04/02/16
(ii) COS/SC's ltr. No.S.232.Tender & Pur. Procedure/
System Improvement, dtd.17.02.16
(iii) PO.No.65.16.5034.1.79006 dtd.06.03.17.

-o-o-

On a complaint based Investigation, for the Tender 65.16.5034 opened on 6.12.16, delay was noticed in the release of EMD. The Tender was finalized and the PO under reference was released. There was abnormal delay of more than 8 months in the release of EMD to the tune of Rs.33,100/- for the unsuccessful supplier (M/S. R.Sons Enterprises/ New Delhi).

It is requested to issue/reiterate extant instructions/provisions to the concerned Purchase Officers for the timely release of EMD/SD.

Encl.:As above

(बी. विश्वनाथ)

(B. VISHWANATH)

उप मुसअधि./भं. Dy.CVO/Stores

गोपनीय //Confidential//

दक्षिण मध्य रेलवे/ SOUTH CENTRAL RAILWAY

महाप्रबंधक का कार्यालय /General Manager's Office,

सतर्कता शाखा/Vigilance Branch,

सिकंदराबाद / Secunderabad.

नं. No G.265/Dy.CVO/S/Misc./2016

दि./Dt. 04/02/2016

COS/SC

विषय:/Sub: Timely refund of Earnest Money/Security Deposit -- reg.

संदर्भ /Ref: Rly. Bd. ltr. No.2015/EDVS/System Improvement
dtd.08/01/16.

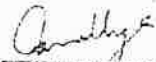
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Reference to the above, Rly. Bd. has asked to ensure the suitable procedure and its functioning for the prompt return of EMD/SD in the respective Zonal Railways. In this connection, the various OPOs (Important OPO 3/2009, 5/2009, 01 2014, etc.) are issued from time to time in COS office. However, during the Preventive Check, it is noticed that the procedures are not implemented at the Purchase Section level in COS office.

Hence, it is requested to reiterate the guidelines already issued on the subject and to instruct the officials for the implementation, scrutiny and monitoring the process of timely returning the EMDs/SDs as per the Office Procedures Orders issued earlier.

Action taken may please be advised to this office for intimating the status to Railway Board Vigilance.

Encl.- As above


(गजानन मल्लिया)

(GAJANAN MALLIYA)

वरि. उपमहाप्र.सि. वरि. SDGM/SC

Date.....